

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – REGULAR MEETING**

**January 13, 2014 – 7:00 p.m.
6641 Industrial Parkway**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
	a) 7:00 pm Call to Order		Call meeting to order at 7:00 pm
2.	<u>ADOPTION OF AGENDA</u>		
	a) January 13th, 2014 Regular Meeting Agenda	Adopt the agenda	Adopt agenda
3.	<u>MINUTES</u>		
	a) December 16th, 2013 COTW Meeting Minutes - Dec. 16th, 2013.pdf	Committee of the Whole Meeting minutes	Adopt minutes
	b) December 16th, 2013 Regular Meeting Minutes - Dec. 16th, 2013.pdf	Regular Meeting minutes	Adopt minutes
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
	a) Reports, Questions and Inquiries from members of Council Council.pdf		
7.	<u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
	a) Report from Council's Representative to the Regional District of Kootenay Boundary RDKB.pdf		

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

a) Chief Financial Officer Fire Department Ladder Truck.pdf	Fire Department Ladder Truck	Council gives early budget approval for the purchase of the Ladder Truck for the Fire Department in the amount of \$1,300,000 to be financed through a 5 year short term borrowing and funded by a five year parcel tax.
b) Kettle River Mountain Biker's Association RFD - Kettle River Mtn. Bikers' Assoc. - Stewardship Agreement.pdf	Request for a stewardship agreement	That Council direct staff to proceed with the stewardship agreement
c) Corporate Officer Policy #305 - Council Remuneration Policy Revision Proposal.pdf	Proposed Council Remuneration Policy revision, Policy No. 305	That Council determines to rescind the current Council Indemnity Review Policy No. 305, dated February 16, 2009 and adopt the newly revised Policy No. 305, Council Remuneration, dated January 13th, 2014
d) Chief Financial Officer Policy #610 - Employees Training (Educational Courses).pdf	Employees - Training (Educational Courses), Policy No. 610	That Council adopt Policy No. 610, Employees - Training (Educational Courses)
e) Chief Financial Officer Policy #613 - Vehicle Use - City Owned.pdf	Vehicle Use - City Owned, Policy No. 613	That Council adopt Policy No. 613, Vehicle Use - City Owned
f) Chief Financial Officer Policy #801 - Bank Signing Authorization.pdf	Bank Signing Authorization, Policy No. 801	That Council adopt Policy No. 801, Bank Signing Authorization
g) Chief Financial Officer Policy #801.1 - Payment Processing.pdf	Payment Processing, Policy No. 801.1	That Council adopt Policy No. 801.1, Payment Processing
h) Chief Financial Officer Policy #802 - Contracting Authority & Purchasing Policy.pdf	Contracting Authority & Purchasing, Policy No. 802	That Council adopt Policy No. 802, Contracting Authority & Purchasing
i) Chief Administrative Officer Schematic Layout for City Hall.pdf	Schematic layout for City Hall	Receive for information

9. **REQUESTS ARISING FROM
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- | | | | |
|----|---|--|-------------------------|
| a) | BC Assessment
News Release - re Assessment Notices.pdf | News release of property values remaining stable for 2014 after assessment notices sent to property owners in South Okanagan | Receive for information |
| b) | D.A.R.E. BC Society
D.A.R.E. BC Society - Request for Funding.pdf | Request for funding to support Grand Forks Drug Abuse Resistance Education Program (D.A.R.E.) to Grand Forks' Grade 5 and 6 students | Receive for information |
| c) | Grand Forks Baptist Church
Grand Forks Baptist Church - Request City Extend Lease Grace Period.pdf | Request for City to extend lease grace period | For discussion |
| d) | Lifeforce Society
Lifeforce Society - Deer Hazing with Dogs.pdf | Advising of a regulation change to the Permit Regulation of deer hazing with dogs to be permitted | Receive for information |
| e) | Ministry of Community, Sport and Cultural Development
Min. of Comm., Sport & Cultural Dev. - Summary of Investments, Support & Partnership.pdf | Letter of followup to meeting at this year's UBCM Convention regarding summary of investments, support and partnership. | Receive for information |

11. **BYLAWS**

- | | | | |
|----|---|---|--|
| a) | Manager of Building Inspections & Bylaw Services - Bylaw 1963, Noise Control Amendment
Bylaw 1963 - Noise Control Amendment.pdf | Bylaw 1963 - Noise Control Bylaw amendment | That Council give the first three readings to the amendment to the Noise Control Bylaw No. 1963 |
| b) | Chief Financial Officer - Bylaw 1993, Electrical Utility Regulatory Amendment
Bylaw 1993 - Electrical Utility Regulatory Amendment Bylaw.pdf | Bylaw 1993 - Electrical Utility Regulatory amendment | That Council give the first three readings to Bylaw 1993 - Electrical Utility Regulatory Amendment Bylaw |
| c) | Chief Financial Officer - Bylaw 1994, Revenue Anticipation Borrowing
Bylaw 1994 - Revenue Anticipation Borrowing.pdf | Bylaw No. 1994 - The City of Grand Forks Revenue Anticipation Borrowing | That Council give the first three readings to Bylaw 1994 - Revenue Anticipation Bylaw |

12. LATE ITEMS
13. QUESTIONS FROM THE PUBLIC AND THE MEDIA
14. ADJOURNMENT

THE CORPORATION OF THE CITY OF GRAND FORKS

**COMMITTEE OF THE WHOLE MEETING OF COUNCIL
MONDAY DECEMBER 16th, 2013**

PRESENT: ACTINGMAYOR, COUNCILLOR BOB KENDEL
 COUNCILLOR PATRICK O'DOHERTY
 COUNCILLOR GARY SMITH
 COUNCILLOR MICHAEL WIRISCHAGIN

CHIF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
DEPUTY CORPORATE SECRETARY	S. Winton
MANAGER OF DEVELOPMENT AND ENGINEERING	S. Bird
MANAGER OF BUILDING INSPECTION AND BYLAW SERVICES	W. Kopan

CALL TO ORDER

The Acting Mayor called the meeting to order at 9:00 am

COMMITTEE OF THE WHOLE AGENDA

Agenda for December 16th, 2013

Addition to the Agenda

Update - verbal Environment Committee activities for 2013.

It will go under Section 10, Council reports

MOTION: SMITH

**RESOLVED THAT THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF
COUNCIL HELD ON MONDAY DECEMBER 16TH BE ADOPTED AS AMENDED.**

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

Community Futures Boundary - Update and Overview by Wendy McCulloch and Sandy Elzinga

Wendy McCulloch of Community Futures Boundary spoke with regard to the 2013 activities and projects that have been undertaken by the organization in the past.

They advised that:

- They provide the Economic Development Service for the Boundary
- They sit at regional tables
- The organization has a focus on business expansion and enhancement, workforce development and community engagement and stakeholder collaboration (regional and community roundtables)

Ms McCulloch provided an overview of the Boundary Economic Development Committee and the committee projects completed to date, and overview of community sponsorship, and an overview of memberships and association relationships

Ms McCulloch spoke with regard to the annual volunteer awards and extended an invitation to the City to work in partnership with Community Futures to host the awards in combination with small business awards.

MOTION: O'DOHERTY

RESOLVED THAT THE PRESENTATION MADE BY WENDY MCCULLOCH AND SANDY ELZINGA OF THE BOUNDARY ECONOMIC DEVELOPMENT COMMITTEE BE RECEIVED.

CARRIED.

Phoenix Foundation of the Boundary - Vital Signs 2014 Process

Doug Lacey, Linda Manzon and Maxine Ruzicka of the Phoenix Foundation requested that the City submit an application in partnership for a Healthy Communities Capacity Building Grant. They spoke with regard to the foundation and advised that it is time to update the Vital Signs data.

Ms Manzon provided an overview of what the vital signs goals are; to provide a range of data and engage the community. She further advised that the report identifies indicator needs and gaps identifying pressing issues in the community. She noted that Vital Signs is part of a national initiative and provides information and published

research that is easily understood.

Ms Manzon spoke with regard to the Stream One which is the area the Phoenix Foundation is hoping to apply for. She advised that the application needs to be applied for through the City and they would like to request that the City supports this.

She advised the \$5,000 grant needs to be applied for by the end of March. They identified the critical path for the project including timelines.

MOTION: SMITH

RESOLVED THAT COMMITTEE OF THE WHOLE RECEIVES THE PRESENTATION FROM THE PHOENIX FOUNDATION AND REFERS IT TO THE DECEMBER 16TH REGULAR COUNCIL MEETING.

CARRIED.

Grand Forks Fall Fair - Kelly and Jason McIver of the Grand Forks Fall Fair Society

Kelly McIver and Christine Thompson of the Grand Forks Fall Fair Society (GFFFS) spoke with regard to the Buckin Hens Entertainment group. They advised Council that the GFFFS would like to include this rodeo type event in the 2014 Fall Fair. Ms McIver provided an overview of the event and the needs required to host the event in Grand Forks.

The location of the Fall Fair will be the same as in past years and over a Saturday and Sunday.

The Chief Administrative Officer advised that Staff will need to determine that there are no issues with zoning etc.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECEIVE THE PRESENTATION FROM KELLY MCIVER OF THE GRAND FORKS FALL FAIR SOCIETY AND REFER THE REQUEST TO THE DECEMBER 16TH REGULAR MEETING OF COUNCIL.

CARRIED.

Phoenix Mountain Alpine Ski Society - Barb Cornelius and Dylan Zorn - presentation

Dylan Zorn and Barb Cornelius of the Phoenix Mountain Alpine Ski Society spoke with regard to the financial situation of the society and it's struggle in the 2013-2014 ski season. They advised that the society is requesting financial support and support with regard to being included in the Recreation Commission of the Regional District of Kootenay Boundary.

Mr. Zorn provided an overview of the Ski Hill and the business that is provided to the community annually including employment, annual spending at local businesses, Nancy Green Ski School and events.

He advised that the board is looking for support from the City in the form of a letter or financial.

The board is considering options for building a sustainable ski hill.

He further advised that the hill has, in the past, relied on the BC Gaming Commission for funding, but this year the organization was slotted into a different category for funding which is limiting where and what they can use the gaming funds for. Funds are unavailable to the ski hill this year 2013-2014.

Mr Zorn advised the hill is the only recreation facility that does not receive tax dollars.

Mayor Nipper Kettle advised that the Greenwood Council supports the Ski Society and increased the amount of funding that the City of Greenwood provides to the hill this year.

Other funding was requested from Areas C, D, and E and Midway, as well as Greenwood. The Society has not received any definitive answers regarding how or if they will be funded. The Society would like to see financial support for the hill become a line item for the next 5 years in the City's budget.

They advised that:

- equal support was requested from Area D and the City.
- they would like the hill to be included in the Regional District recreation service.

If it was determined by BC Gaming that the Society was awarded a grant for 2014, the Society advised that the City and other sponsors would not be reimbursed but that the dollars would be used for other activities.

The Society has also approached the Boundary Economic Development Committee.

The overall financial needs of the Society is upwards of \$80,000.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECEIVE THE PRESENTATION FROM THE PHOENIX MOUNTAIN ALPINE SKI SOCIETY FOR DISCUSSION PURPOSES; AND FURTHER THAT THE REQUEST BE REFERRED TO THE 2014 BUDGETING PROCESS FOR COUNCIL'S CONSIDERATION.

CARRIED.

The Acting Mayor recessed the meeting at 10:01am
The Acting Mayor reconvened the meeting at 10:10am

South Okanagan-Similkameen National Park Network - Doreen Olson

Doreen Olson, representative of the South Okanagan - Similkameen National Park Network spoke with regard to the feasibility of the area becoming a national park.

Ms. Olson spoke with regard to:

- the history of the national park establishment process
- the business case for the park
- the benefits or lack thereof, of the land in its current designations
- the science of a national park and the protection of endangered species
- the type of experience and type of visitors that a park will attract

In order to support this initiative the MLA needs written support/resolution that supports the park.

Barry Brandow spoke with regard to the conservation of the area and hunting.

The Network is made up of a group of local people from the South Okanagan - Similkameen.

Ms Olson advised that the oppositions' argument is that there is some concern with the funding for the park and further that the opposition is made up of hunters, ranchers and ATV'ers

Ms Olson advised that she is here on behalf of the network to ask Council to ask the Province to revisit the conversation regarding the park.

Mr Donald Feranz spoke with regard to land use issues, and the importance of generating dialogue between the federal government, province and First Nations regarding land use issues within the area and asked council to support the request from SOS National Park Network.

The acting Mayor reiterated that there appears to be an appetite to support the request.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY DOREEN OLSON OF THE SOUTH OKANAGAN-SIMILKAMEEN NATIONAL PARK NETWORK AND REFER TO THE DECEMBER 16TH REGULAR MEETING OF COUNCIL.

CARRIED.

PRESENTATIONS FROM STAFF

Corporate Services - Family Day, February 10th, 2014

Sarah Winton - Deputy Corporate Secretary spoke with regard to the 2014 Family Day Event. She advised that the event will be a weekend long affair and that there will be various activities available for families to participate in throughout the community. She further advised that the activities will be sponsored by many businesses and organizations throughout the community so that families can take part for little to no cost.

She spoke with regard to the weekend schedule, the sponsors and the budget required and requested that council consider providing early budget approval in the amount of \$2000 to support the event.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REQUEST FROM STAFF FOR EARLY BUDGET APPROVAL IN THE AMOUNT OF \$2000 AND REFERS THE REQUEST TO THE DECEMBER 16TH REGULAR MEETING OF COUNCIL.

CARRIED.

City Staff - Kettle River Mountain Bikers' Association - stewardship agreement

The Kettle River Mountain Bikers' Association request for a stewardship agreement between the City of Grand Forks and their organization.

Keith Dixon president of the society advised that:

- the society is registering all trails with the provincial government
- in order to register trails with the Province, trails that are within City limits need to have a stewardship agreement between the Kettle River Mountain Bikers' Association and the municipality
- he is requesting a stewardship agreement with the City for the identified trail
- the association would be responsible liability wise for the trail and would manage the trail

MOTION: WIRISCHAGIN

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO DIRECT STAFF TO PROCEED WITH THE STEWARDSHIP AGREEMENT AND REFERS THE ISSUE TO THE JANUARY 13TH REGULAR MEETING OF COUNCIL.

CARRIED.

Fire Chief - Fire Dept. Ladder Truck

The Fire Chief spoke with regard to the purchase of the ladder truck and the funding source for the purchase.

He spoke with regard to:

- the purchasing of a new ladder truck for the fire department
- reasons why a new fire truck is required
- the cost associated with the new truck
- the plan for payment

The Chief Financial Officer spoke with regard to the financial implications and advised there are three options for funding:

1. finance the truck over 20 years (AAP)
2. short term borrowing - over 5 year period
3. take money from reserves - equipment reserves and slag reserves

Councillor Wirischagin requested what the debt servicing ratio was for the City. The Chief Financial Officer advised that she would provide the information regarding the debt servicing ratio at the December 16th Regular meeting. She further advised that if option 3 is chosen the slag fund will be depleted substantially.

The Chief Administrative Officer advised that there is ongoing discussion with the RDKB regarding the fire service

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM THE FIRE CHIEF WITH REGARD TO THE LADDER TRUCK PROPOSAL,

AND FURTHER REFERS THE PROCESS TO THE JANUARY 13TH REGULAR MEETING OF COUNCIL FOR CONSIDERATION.

CARRIED.

Chief Financial Officer - Contracting Authority & Purchasing Policy #802

The Chief Financial Officer spoke with regard to the proposed housekeeping changes in the current Contracting Authority & Purchasing Policy #802.

The Chief Administrative Officer advised that typical operating expenditures are

increasing and are upwards of \$25,000. He further clarified that all expenditures are reviewed by the Chief Financial Officer and himself. Typically the spending authority for a CFO is dependent on the size of the community.

MOTION: WIRISCHAGIN

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT REGARDING THE CONTRACTING AUTHORITY AND PURCHASING POLICY #802 AND REFER THE MATTER TO THE JANUARY 13TH REGULAR MEETING OF COUNCIL FOR CONSIDERATION.

CARRIED.

Chief Financial Officer - Employees Training (Educational Courses) #610

The Chief Financial Officer spoke with regard to the proposed housekeeping changes in the current Employees Training (Educational Courses) Policy #610

The Chief Administrative Officer advised that this process is in place to ensure that employee training is in keeping with the organizational vision. He further advised that budgeting for training is by department.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE INFORMATION REGARDING THE EMPLOYEES TRAINING (EDUCATION COURSES) POLICY #610, AND REFER THE MATTER TO THE REGULAR MEETING OF COUNCIL ON JANUARY 13TH, 2014 FOR CONSIDERATION.

CARRIED.

Chief Financial Officer - Vehicle Use - City Owned #613

The Chief Financial Officer spoke with regard to Vehicle Use -City owned Policy #613 and the proposed housekeeping changes to be made within the policy

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE INFORMATION REGARDING VEHICLE USE - CITY OWNED POLICY # 613, AND REFER THE MATTER TO THE REGULAR MEETING OF COUNCIL ON JANUARY 13TH, 2014 FOR CONSIDERATION.

CARRIED.

Chief Financial Officer - Bank Signing Authorization Policy #801

The Chief Financial Officer spoke with regard to the Bank Signing Authorization Policy #801 and the proposed housekeeping changes to be made within the policy

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO ADOPT THE CHANGES REGARDING THE BANK SIGNING AUTHORIZATION POLICY #801 AND REFER THE MATTER TO THE REGULAR MEETING OF COUNCIL ON JANUARY 13TH, 2014 FOR CONSIDERATION.

CARRIED.

Chief Financial Officer - Payment Processing Policy

The Chief Financial Officer spoke with regard to the Payment Processing Policy #801.1 to result in payments being recorded in our system on the effective date as opposed to when we receive them.

The Chief Financial Officer advised that this policy will stream line the process for home banking payments and processing payments.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO ADOPT THE BANK SIGNING AUTHORIZATION POLICY #801.1 AND REFER THE MATTER TO THE REGULAR MEETING OF COUNCIL ON JANUARY 13TH, 2014 FOR CONSIDERATION.

CARRIED.

REPORTS AND DISCUSSION

Monthly Highlight Reports from Dept. Managers
Temporary Operations Manager Report
Development & Engineering Manager Report
Chief Financial Officer Report
Fire Chief Report
Bldg. Inspector & Bylaw Enforcement Manager Report
Corporate Officer Report

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE MONTHLY ACTIVITY REPORTS.

CARRIED.

PROPOSED BYLAWS FOR DISCUSSION

Manager of Building Inspections & Bylaw Services - Bylaw No. 1963 - Noise Control Amendment

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL REFER BYLAW NO. 1963 A-1 NOISE CONTROL BYLAW AMENDMENT, TO THE JANUARY 13TH, 2014 REGULAR MEETING OF COUNCIL FOR FIRST, SECOND AND THIRD READING.

CARRIED.

Councillor Wirischagin does not support this motion.

Chief Financial Officer - Bylaw No. 1993 Electrical Utility Regulatory Amendment

The Chief Financial Officer spoke with regard to Bylaw No. 1993 - Electrical Utility Regulatory Amendment Bylaw

Alex Love provided an update on the Grand Forks Electrical Utility.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL REFER BYLAW NO.1993 - ELECTRICAL UTILITY REGULATORY AMENDMENT BYLAW TO THE JANUARY 13TH, 2014 REGULAR MEETING OF COUNCIL FOR CONSIDERATION OF THE FIRST, SECOND AND THIRD READING.

CARRIED.

MOTION: WIRISCHAGIN

RESOLVED THAT COUNCIL RECEIVE THE UTILITY UPDATE REPORT FROM ALEX LOVE.

CARRIED.

City Staff - Bylaw 1994 - Revenue Anticipation Bylaw

The Chief Financial Officer spoke with regard to Bylaw 1994 - Revenue Anticipation Bylaw

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO GIVE FIRST, SECOND AND THIRD READING TO BYLAW 1994 - REVENUE ANTICIPATION BYLAW AT THE JANUARY 13TH, 2014 REGULAR MEETING OF COUNCIL.

CARRIED.

INFORMATION ITEMS

Manager of Development & Engineering - WildSafe BC Program for Grand Forks

The Manager of Development and Engineering spoke with regard to the WildSafe BC Program.

MOTION: O'DOHERTY

RESOLVED THAT COUNCIL RECEIVE THE REPORT REGARDING THE WILDSAFE BC PROGRAM FOR INFORMATION

CARRIED.

Manager of Development & Engineering Services - metal shipping containers

The Manager of Development & Engineering Services spoke with regard to metal shipping containers and advised that the City is currently experiencing an influx of requests for placement of the containers in all zones.

Staff requires direction from Council with regard to how they would like to proceed with utilization of shipping containers.

The Chief Administrative Officer advised that it is up to the property owner to determine the zoning of the property prior to placement of the shipping container .

MOTION: SMITH

RESOLVED THAT COUNCIL RECEIVE THE REPORT FROM THE MANAGER OF DEVELOPMENT AND ENGINEERING SERVICES REGARDING METAL SHIPPING CONTAINERS AND REFER TO THE DECEMBER 16TH REGULAR MEETING OF COUNCIL.

CARRIED.

CORRESPONDENCE ITEMS

LATE ITEMS

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)

Chris Moslin spoke on behalf of Councillor Wyers regarding the annual update for Council from the Environment Committee.

Chris Moslin made a verbal presentation to Council on behalf of the Environment Committee in Councillor Wyers' absence. He spoke with regard to five recommendations:

1. Air Quality

A request for a discussion to be initiated with the Regional District of Kootenay Boundary to jointly purchase a portable nephelometer for air quality monitoring in the Boundary Region.

Mr. Moslin advised that:

- the nephelometer provides hard data that can be used in planning.
- It is no longer possible to borrow the Nephelometer from the University of Victoria.
- the estimated cost is \$14,000 would request a cost share from the RDKB.
- ownership of a nephelometer would put more air quality control within the community's hands.

2. Water Sustainability

A design for a riparian area education sign for City Park location with consultation on design and content from Jenny Coleshill and Graham Watt be developed; funds are to be allocated from the 2013 EC budget and not exceed 1000.

3. Water Sustainability

City staff ask that Piteau associates address the buried aging oil tanks and unregistered on site waste water disposal and or storage tanks on the contaminated sites issue with the city limits and provides options on how to identify an inventory of the above

The Chief Administrative Officer advised this was not part of the terms of reference for Mr. Piteau, but the City could have this conversation with Interior Health.

4. Air Quality

Solar car program to be run in 2014. It was identified that the funds for this project come out of the Environment Committee Budget.

5. Carbon Neutrality

Report back to Council on the feasibility of using carbon neutrality funds to support the expansion of a tree planting program.

MOTION: SMITH

RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION FROM CHRIS MOSLIN REGARDING THE ENVIRONMENT COMMITTEE REPORT AND REFER TO THE DECEMBER 16TH REGULAR MEETING OF COUNCIL FOR CONSIDERATION.

CARRIED.

QUESTION PERIOD FROM THE PUBLIC

George Longden - He spoke with regard to the 32nd annual Community Christmas Dinner.

He invited all of Council to attend and also requested one of Council bring greetings from the City to the Christmas dinner.

This will be brought to the December 16th Regular Meeting for discussion.

Mr. Les Johnson: He advised that the Welcome signs were unlit.

ADJOURNMENT

MOTION: O'DOHERTY

RESOLVED THAT THIS COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 12:42PM

CARRIED.

CERTIFIED CORRECT:

ACTING MAYOR – BOB KENDEL

DEPUTY CORPORATE SECRETARY-

SARAH WINTON

DECEMBER 16, 2013

COMMITTEE OF THE WHOLE MEETING

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 16TH, 2013

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR MICHAEL WIRISCHAGIN

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
DEPUTY CORPORATE SECRETARY
MANAGER OF DEVELOPMENT & ENGINEERING

D. Allin
D. Heinrich
S. Winton
S. Bird

GALLERY

PRESENTATIONS

Presentation from the Mayor, to Kevin Maffioli, in congratulations for his achievement for being named Professional Golfer's Association of BC Golf Professional of the Year.

- a) Presentation from the Mayor, to Kevin Maffioli, in congratulations for his achievement for being named Professional Golfer's Association of BC Golf Professional of the Year.

CALL TO ORDER

- a) The Mayor called the meeting to order at 7:04pm

ADOPTION OF AGENDA

- a) December 16th, 2013 Regular Meeting Agenda

The Mayor advised that there are four additions to the agenda that were forwarded from the December 16th Committee of the Whole:

- a) Sea Cans / Metal Shipping Containers
b) Environment Committee recommendations
c) Grand Forks Fall Fair - Request for Council's endorsement for the Fall Fair to partner with the Buckin Hens

d) Council's participation at the Christmas Community Dinner

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE AGENDA OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY DECEMBER 16TH, 2013 BE ADOPTED AS AMENDED.

CARRIED.

MINUTES

a) November 25th, 2013

MOTION: KENDEL / SMITH

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON NOVEMBER 25TH, 2013 BE ADOPTED AS CIRCULATED.

CARRIED.

b) November 25th, 2013

MOTION: KROG / O'DOHERTY

RESOLVED THAT THE NOVEMBER 25TH SPECIAL MEETING TO GO IN-CAMERA MEETING MINUTES BE ADOPTED AS CIRCULATED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

UNFINISHED BUSINESS

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

a) Corporate Officer's Report - Verbal Reports of Council

Councillor Smith:

He reported on the following items:

-He wished everyone a Merry Christmas

Councillor Krog:

He reported on the following items:

-He wished a Merry Christmas to all

Councillor Kendel:

He reported on the following items:

-He reported on his attendance at a December 3rd Monthly Meeting of the Economic Development Advisory Committee

-He reported on his attendance at the December 9th Regional Chamber of Commerce meeting

-He reported on his attendance at a Dec 10th meeting with the Boundary Museum Society and advised that they are renaming the society to be the Grand Forks & District Interpretive Centre

-He wished everyone a Merry Christmas and a Happy New Year

Councillor O'Doherty:

He reported on the following items:

- He reported that the Whispers of Hope is now in service

- He wished everyone a Merry Christmas

Councillor Wirischagin:

He reported on the following items:

- He wished everyone the best of the season

Mayor Taylor:

He reported on the following items:

-He thanked the Staff for the work they did on the Parade and commented on how nice the Downtown area looks.

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.

CARRIED.

REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

a) Corporate Officer's Report- RDKB Representative Regional District Report

He spoke with regard to the Draft Animal Control Bylaw and advised that there needs to be some time to peruse the bylaw before it goes for readings at the Regional District table.

Councillor Wirischagin advised that the renaming of the Grand Forks Arena to be known as the Jack Goddard Memorial Arena will be unveiled on December 19th.

MOTION: SMITH / KROG

RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS

a) City Staff - 2014 Family Day Event

MOTION: WIRISCHAGIN / KENDEL

RESOLVED THAT COUNCIL SUPPORTS THE REQUEST FROM STAFF FOR EARLY BUDGET APPROVAL IN THE AMOUNT OF \$2,000 TO BE FUNDED FROM THE 2014 OPERATING BUDGET FOR THE 2014 FAMILY DAY EVENT.

CARRIED.

b) South Okanagan Similkameen National Park Feasibility

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL DETERMINES THAT THE CITY WRITE A LETTER TO MLA, LINDA LARSON AND TO THE HONORABLE MARY POLAK, MINISTER OF ENVIRONMENT ASKING THE PROVINCE TO REOPEN DISCUSSIONS WITH REGARD

TO THE SOUTH OKANAGAN-SIMILKAMEEN NATIONAL PARK FEASIBILITY.

CARRIED.

- c) The Phoenix Foundation of the Boundary

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT COUNCIL DETERMINES THAT THE CITY SUBMIT AN APPLICATION, COMPLETED IN PARTNERSHIP WITH THE PHOENIX FOUNDATION, WITH REGARD TO HEALTHY COMMUNITIES CAPACITY BUILDING GRANT STREAM ONE FOR THE REQUESTED AMOUNT OF \$5,000.

CARRIED.

MOTION: SMITH / KROG

RESOLVED THAT, SHOULD THE PHOENIX FOUNDATION WISH TO, THAT THE CITY SUBMIT AN APPLICATION, COMPLETED IN PARTNERSHIP WITH THE PHOENIX FOUNDATION WITH REGARD TO HEALTHY COMMUNITY CAPACITY BUILDING GRANT, STREAM TWO IN THE REQUESTED AMOUNT OF \$20,000.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE

INFORMATION ITEMS

- a) Grand Forks Metis Community Association

MOTION: SMITH / KROG

RESOLVED THAT COUNCIL RECEIVES THE CORRESPONDENCE FOR INFORMATION PURPOSES.

CARRIED.

BYLAWS

- a) Building Inspection and Bylaw - Bylaw to repeal Bylaw No. 1884

MOTION: SMITH / KROG

COUNCILLOR WIRISCHAGIN VOTED AGAINST THE MOTION.

RESOLVED THAT COUNCIL GIVES FINAL READING TO BYLAW NO. 1884 -R-1, A BYLAW TO REPEAL BYLAW NO. 1884.

CARRIED.

b) Building Inspection and Bylaw Services - Deer feeding Bylaw No. 1967

Some members of Council expressed concern that this bylaw could potentially be used to pit neighbour against neighbour.

MOTION: SMITH / KROG

COUNCILLORS WIRISCHAGIN & O'DOHERTY VOTED AGAINST THE MOTION.

RESOLVED THAT COUNCIL GIVE FINAL READING TO BYLAW NO. 1967, A BYLAW TO PROHIBIT THE FEEDING OF DEER WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF GRAND FORKS.

CARRIED.

c) Building Inspection and Bylaw Services - Amendment to the Municipal Ticketing Bylaw No. 1957 - A -1

MOTION: SMITH / KENDEL

COUNCILLOR WIRISCHAGIN VOTED AGAINST THE MOTION

RESOLVED THAT COUNCIL GIVE FINAL READING TO MUNICIPAL TICKETING BYLAW NO. 1957 - A-1, AN AMENDMENT TO THE CITY OF GRAND FORKS MUNICIPAL TICKETING INFORMATION AMENDMENT BYLAW NO. 1957 A-1, 2013.

CARRIED.

d) Chief Financial Officer - Bylaw No. 1992 2013 - 2017 Financial Plan Amendment

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT COUNCIL GIVE FINAL READING TO BYLAW NO. 1992 2013 - 2017 FINANCIAL PLAN AMENDMENT

CARRIED.

LATE ITEMS

a) Metal Containers / Sea Cans

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL RECOMMEND THAT STAFF RESEARCH WHAT OTHER COMMUNITIES ARE DOING WITH REGARD TO METAL CONTAINERS AND REPORT BACK TO COUNCIL.

CARRIED.

- b)** Environment Committee Minutes - The Environment Committee brought recommendations from their Environment Committee Minutes from their meeting on November 22nd.

Recommendations were presented by Chris Moslin, representative for the Environment Committee, at the December 16th COTW meeting and were referred to the Regular Meeting of Council.

MOTION: KROG / WIRISCHAGIN

RESOLVED THAT A DISCUSSION IS INITIATED WITH THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY TO JOINTLY PURCHASE A PORTABLE NEPHELOMETER FOR AIR QUALITY MONITORING IN THE BOUNDARY REGION;

AND FURTHER THAT A MONITORING PLAN/PROJECT BE DEVELOPED AND REFERRED TO 2014 BUDGET PROCESS.

CARRIED.

MOTION: WIRISCHAGIN / SMITH

RESOLVED THAT COUNCIL DIRECTS STAFF, TO RESEARCH AS A BUDGET ITEM FOR COUNCIL'S CONSIDERATION, THE COST OF ACQUIRING THE SERVICES OF PITEAU ASSOCIATES TO ADDRESS THE BURIED AGING OIL TANKS AND UNREGISTERED ON SITE WASTE WATER DISPOSAL AND/OR STORAGE TANKS ON THE CONTAMINATED SITES ISSUED WITHIN THE CITY LIMITS AND PROVIDES OPTIONS ON HOW TO IDENTIFY AN INVENTORY OF THE ABOVE.

AND FURTHER RESOLVED THAT STAFF CONSULT WITH RDKB AREA D TO ADDRESS THE SAME ISSUES WITHIN THEIR JURISDICTION IN THE NAME OF WATER PROTECTION
CARRIED.

CARRIED.

MOTION: SMITH / KROG

RESOLVED THAT COUNCIL APPROVES THE CONTINUATION OF THE SOLAR CAR PROGRAM IN 2014 WITH A LOCAL ELEMENTARY SCHOOL AS SELECTED FROM

YEAR TO YEAR, TO A MAXIMUM OF \$1,000 TO RUN THE PROGRAM, TO BE REFERRED TO THE 2014 BUDGETING PROCESS WITH FUNDS TO POTENTIALLY COME FROM THE ENVIRONMENT COMMITTEE BUDGET AS APPROVED BY COUNCIL.
CARRIED.

MOTION: KROG / WIRISCHAGIN

RESOLVED THAT COUNCIL DETERMINES THAT CITY STAFF BE DIRECTED TO REPORT BACK TO COUNCIL ON THE FEASIBILITY OF USING CARBON NEUTRALITY FUNDS TO SUPPORT LOCAL INITIATIVES.

AND FURTHER THAT THE PROCESS BE TAKEN TO THE 2014 BUDGET PROCESS.
CARRIED.

c) Grand Forks Fall Fair

The Chief Administrative Officer spoke with regard to possible concerns with potential problems and that Staff would need to work with the Fall Fair with relation to the problem.

MOTION: SMITH / WIRISCHAGIN

RESOLVED THAT COUNCIL RECEIVE THE INFORMATION WITH REGARD TO THE GRAND FORKS FALL FAIR PARTNERSHIP WITH THE BUCKIN HENS AND FURTHER DISCUSSES COUNCIL'S CONSIDERATION TO ENDORSE THE PROPOSAL.
CARRIED.

d) Attendance Confirmation to the Community Christmas Dinner on December 25th

Council accepted Councillor O'Doherty's offer to attend the Christmas Dinner and his offer to speak on the City's behalf

QUESTIONS FROM THE PUBLIC AND THE MEDIA

ADJOURNMENT

Adjourning of the meeting

MOTION: O'DOHERTY

RESOLVED THAT THE MEETING BE ADJOURNED AT 7:40 PM

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER-
DIANE HEINRICH

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: January 8th, 2013
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:

General: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMEBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMEBERS OF COUNCIL.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
-

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: January 8th, 2013

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

Recommendation: **RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

Benefits or Impacts of the Recommendation:

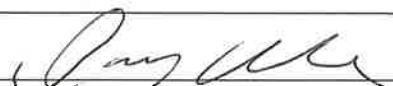
General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

OPTIONS:

- 1. RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
- 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Chief Financial Officer

Date: January 8, 2014

Subject: Fire Department Ladder Truck

Recommendation: **RESOLVED THAT COUNCIL give early budget approval for the purchase of the Ladder Truck for the Fire Department in the amount of \$1,300,000 to be financed through a 5 year short term borrowing and funded by a five year parcel tax.**

BACKGROUND:

At the Committee of the Whole meeting on December 16, 2013, a staff presentation was brought forward for consideration to determine the funding source for the fire ladder truck purchase. At that time it was recommended that an Alternative Approval Process to borrow over 20 years would be of benefit as it would spread the borrowing over a longer time period, reduce impact to taxpayers as well as match the useful life of the asset to the term of borrowing.

Since the Committee of the Whole presentation, the recommendation has changed from financing through long term borrowing to financing through 5 year short term borrowing, funded by a 5 year parcel tax. Staff believes that it is more economically sound to consider short term borrowing for the following reasons.

- Finance Minister Jim Flaherty has been quoted as saying "Canada will face global pressure to raise interest rates in 2014." The longer term of the loan, the larger the risk that interest rates will increase during that period. This could mean higher overall interest costs.
 - The cost of interest for long term borrowing at 4.5% over 20 years would be \$ 1,170,000 as opposed to the cost of short term borrowing at 3% over 5 years would cost \$195,000. A cost savings of \$975,000. We have used a higher interest rate for long term borrowing to account for increased interest rate risk mentioned above.
 - Long term borrowing will add additional administration costs as we would need to obtain elector approval. Also, with long term borrowing, there is a chance that the Alternative Approval Process could fail as the process is dependent on less than 10% of the voters (265 as per voting poll at the 2011 election) opposing the long term borrowing. If more than 10% opposed the approval process we would have to seek electoral approval through referendum or change to short term borrowing. This extended process would greatly increase administration costs.
 - If we were to go through the Alternative Approval Process it would delay our initial purchase, which could impact the Canadian Dollar and therefore the exchange that we pay. It is forecast that the Canadian Dollar may drop below 90 cents over the course of the next year.
-

REQUEST FOR DECISION

— REGULAR MEETING —



Benefits or Impacts of the Recommendation:

General:	Early budget approval would enable the Fire Department to proceed with the ordering of the new truck which is estimated will take about one year to build.
Strategic Impact:	N/A
Financial:	A cost savings of \$975,000 in interest costs would be realized through short term borrowing. As well there would be no increase in administration costs with this option.
Policy/Legislation:	Section 200 of the Community Charter, Parcel Tax.
Attachments:	Memorandum from the Committee of the Whole meeting on December 16, 2013.

Recommendation: **RESOLVED THAT COUNCIL give early budget approval for the purchase of the Ladder Truck for the Fire Department in the amount of \$1,300,000 to be financed through a 5 year short term borrowing and funded by a five year parcel tax.**

- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
 - 4. RESOLVED THAT COUNCIL FINANCE THE LADDER TRUCK THROUGH LONG TERM BORROWING AND TO DIRECT STAFF TO COMMENCE THE ALTERNATIVE APPROVAL PROCESS.**

	
Department Head or CAO	Chief Administrative Officer



CITY OF GRAND FORKS MEMORANDUM

Settle down.

DATE : December 4th, 2013

TO : Committee of the Whole

FROM : Chief Financial Officer

SUBJECT: Options and Alternatives for Funding
Ladder Truck for Fire Department

Upon determining the final cost for the City's New Ladder Truck, the following will provide some information with regard to the Options and Alternatives for the Committee of the Wholes' consideration.

Option 1: Refers to the Alternative Approval Process (AAP) to procure long term borrowing. The (AAP) requires the assent of the electors as determined in the Community Charter – Section 86 (copy attached). As a first step, Staff would create a Loan Authorization Bylaw that Council would consider for first three readings. The bylaw, then goes to the Inspector of Municipalities for approval, and upon the Inspector's approval and return of the bylaw to the City, the AAP would be advertised as legislatively required. After a 30 day process if there is less than 10% of the electorate who sign the Prescribed Form (as approved by Council), the City would be able to go forward with the proposed long term borrowing. The process reflects 10% electorate signage to *defeat* the adoption of a long term loan authorization Bylaw. The current updated voter's list numbers 2,653, so 10% would be 265 approved electorates. If the COTW directs Staff to go this route, Staff will prepare, as the first step, the Loan Authorization Bylaw for first three readings for the first meeting in January, 2014. The attached chart will indicate the costs of funding.

Advantages of long term borrowing: Fairness & matching principal. The term of borrowing should match the useful life of the asset so that the taxpayers that are enjoying the benefit of the asset are also paying for it.

Disadvantages of long term borrowing: Interest costs and interest rate risk.

Cost of borrowing 1.1 million dollars over 20 years:

Per year	\$ 80,939.93
Total Interest Paid	\$ 880,000.00

Percent increase in taxes each year for 20 years: 2.95%

Option 2: Short Term Borrowing – 5 year lease

Yearly lease payments \$230,589.92

Percent increase in taxes each year for 5 years: 8.41%

Option 3: Take from alternative reserve funds.

The only reserve that has enough money is the Slag Reserve. Slag Reserve will have approximately 1.3 million dollars at year end 2013. Funding from this source will essentially drain the Slag reserve and leave overall reserve balances extremely low.

Respectfully submitted,

Roxanne Shepherd, BBA, CGA
Chief Financial Officer

COPY

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: City Staff
Date: January 6, 2014
Subject: Kettle River Mountain Bikers' Association request for a stewardship agreement
Recommendation: **RESOLVED THAT COUNCIL direct staff to proceed with the stewardship agreement.**

BACKGROUND: The Kettle River Mountain Bikers' Association (KRMBA) approached the City in September of 2013 requesting a stewardship agreement for a trail that crosses City-owned land. The tract of land known as "Harpold Trail" begins near the intersection of Valley Heights Drive and Victoria Way and passes through DL494 which is owned by the City (see attached map). The trail has been in existence for many years and is very popular with both mountain bikers and hikers. The trail is used extensively by both local residents and tourists due to its scenic location and close proximity to the City.

The KRMBA has filed an application with the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) to maintain 10 mountain bike trails in the area which includes the Harpold Trail. The MFLNRO will not designate the trails until an agreement is signed with land managers/owners who have jurisdiction where these trails either lead from or lead into.

The objectives of the KRMBA regarding the Harpold Trail are as follows:

1. Obtain authorization from the City of Grand Forks for permission to use and maintain the Harpold Trail for mountain biking in the form of a simple and brief written stewardship agreement.
2. Establish a good relationship with the City of Grand Forks in regards to the Harpold Trail and to further promote the recreational and health benefits of mountain biking in the Grand Forks area.
3. Fulfill requirements from the Province of B.C. for the club's application to have legal status granted on the portion of Harpold Trail located on crown land under Section 56 of the Forest and Range Practices Act. The province requires written permission from the City of Grand Forks allowing the club to use the trail on City land.

REQUEST FOR DECISION

— REGULAR MEETING —



Staff researched existing stewardship/partnership agreements between other agencies and user groups and determined that, as suggested by the KRMBA, this situation warranted a simple and brief agreement (see attached draft agreement).

Numerous user groups, including the KRMBA, have been working together to develop and promote local and regional trail systems for use by all members of society. City staff members see this as an opportunity to support this movement to raise the profile of the trail system and provide greater outdoor recreation and social opportunities for the City and region.

Staff prepared a presentation for the Committee of the Whole meeting on December 16, 2013 where it was resolved that the Committee of the Whole recommend to Council to direct staff to proceed with the stewardship agreement and referred the issue to the January 13th, 2014 Regular Meeting of Council.

Benefits or Impacts of the Recommendation:

General: Entering into a partnership agreement with the KRMBA allows this group to move forward with a plan that provides these benefits to the community: 1) increased involvement of the City with a user group whose activities promote positive lifestyle; 2) support of the development and promotion of a trail system that encourages non-motorized use potentially resulting in reduced carbon emissions; 3) increased opportunity for social engagement by members of the public, 4) an increase in recreational opportunities for residents and tourists, and 5) proper maintenance and preservation of the trail for present and future use.

Strategic Impact: N/A

Financial: N/A

Policy/Legislation: Through the Sustainable Community Plan (SCP) the City has established goals to address climate change and to encourage the development of a healthier, less costly and sustainable community. This includes, but is not limited to: 1) promoting an increase in physical and mental health through increased accessibility to clean air and exercise and 2) strengthening the social fabric of the area by creating a livable community that improves and fosters an environment of learning, tolerance and growth, creating a balance of harmony and responsibility. Proceeding with this proposal will act upon and move the City closer to these goals.

REQUEST FOR DECISION



— REGULAR MEETING —



- Attachments:**
- 1) Draft Stewardship Agreement including Schedule A: Agreement Area map,
 - 2) Letter & map from KRMBA to the City of Grand Forks requesting an agreement,
 - 3) Letter from Ministry of Forests, Lands and Natural Resources regarding designation of trails, and
 - 4) An excerpt from the Forest and Range Practices Act regarding recreation trails.

Recommendation: **RESOLVED THAT COUNCIL direct staff to proceed with the stewardship agreement.**

- Options:**
1. **RESOLVED THAT COUNCIL support the recommendation.**
 2. **RESOLVED THAT COUNCIL does not support the recommendation.**
 3. **RESOLVED THAT COUNCIL refers the matter back to staff for further information.**

	
Department Head or CAO	Chief Administrative Officer



Administrative Use Only:

Agreement #	
Expiration Date	_____, 2024

THE CORPORATION OF THE CITY OF GRAND FORKS STEWARDSHIP AGREEMENT

THIS AGREEMENT, dated for reference this ____th day of _____, 2013,

is **BETWEEN:**

**The Corporation of the City of Grand Forks,
7217 – 4th Street, PO Box 220 Grand Forks, B.C. V0H 1H0**

the “City”

AND:

**Kettle River Mountain Bikers’ Association
1815A Central Avenue, RR2, Grand Forks, BC V0H 1H2**

the “Agreement Holder”

both of whom are sometimes referred to as “the Parties” and each of whom
is a “Party” to this Agreement.

Whereas the City owns the land subject to this Agreement and wishes to have the land managed and maintained for the purpose of recreational activities;

And Whereas the City wishes to encourage groups and individuals having an interest in undertaking the management and maintenance required to provide conditions which are conducive to enhancing public recreational activities in the Agreement Area;

Therefore, in consideration of the mutual exchange of benefits resulting from this Agreement, the City and the Agreement Holder agree as follows:

1 SERVICES AGREEMENT

- 1.1 The Agreement Area is the land within DL494 delineated on the map by a dashed black line and labeled "Harpold Trail" and/or described in Schedule A.
- 1.2 The City authorizes the Agreement Holder to enter the Agreement Area for the purposes of this Agreement but nothing in this Agreement grants to the Agreement Holder the exclusive use and occupancy of the Agreement Area. Existing conditions and land uses of City lands within or in the vicinity of the Agreement Area are subject to change including the status of roads, visual landscape conditions and the location and status of existing and new resource tenures.
- 1.3 Nothing in the Agreement constitutes the Agreement Holder as the agent, joint venturer, or partner of the City or conveys any authority or power for the Agreement Holder to bind the City in any way.
- 1.4 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the City, and the Agreement Holder must not interfere with the exercise of those rights by any other person.

2 DURATION AND MODIFICATION

- 2.1 The duration of this Agreement is for a term of **10** years commencing on **Date, 2014** and ending on **Date, 2024** inclusive.
- 2.2 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.
- 2.3 Nothing in this Agreement will be considered to have been waived by the City unless such a waiver is in writing.
- 2.4 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60 day period.
- 2.5 Not later than 6 months prior to the expiry date of the Agreement, the City will make a written offer to the Agreement Holder setting out the conditions upon which the City may renew this Agreement.
- 2.6 The Agreement Holder shall have a period of 3 months from receipt of the renewal offer to accept in writing, the renewal offer on the terms and conditions contained in such offer, provided the Agreement Holder is in compliance with the terms and conditions of this agreement at that time.
- 2.7 Notwithstanding anything to the contrary in this Agreement, the City, in its sole discretion, may elect to not make a renewal offer to the Agreement Holder.

3 REPRESENTATION OF THE AGREEMENT HOLDER

- 3.1 The Agreement Holder acknowledges and agrees that:

- (a) it has inspected the Agreement Area, including City improvements;
- (b) access to the Agreement Area is not guaranteed by the City; and
- (c) it will comply with all applicable municipal, provincial and federal legislation and regulations. Nothing in this Agreement, and no inspection performed by the City in relation to this Agreement, constitutes an inspection for the purposes of any such enactment.

4 INDEMNITY AND WAIVER

- 4.1 The Agreement Holder will indemnify and save harmless the City, its servants, employees and agents against all losses, claims, damages, actions, costs and expenses that the City, its servants, employees and agents may sustain, incur, suffer or be put to arising:
- (a) directly from the performance of the Services during the Term of this Agreement by the Agreement Holder, its employees, members, volunteers, and subcontractors, from breach of the obligations of this Agreement by the Agreement Holder, or
 - (b) the willful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors, except to the extent that any such loss or claim is caused or contributed to by the negligence of the City.

5 DESIGNATED CONTACTS

The following representatives will be responsible for liaising between the Parties:

Kettle River Mountain Bikers' Association:

Name: Darren Henshaw
 Address: 1815A Central Ave, RR2
 Grand Forks, B.C. V0H 1H2
 Telephone: 250-442-4104
 Email: kettlerivermba@gmail.com

The City of Grand Forks:

Name: _____
 Address: 7217 – 4th Street
 Grand Forks, B.C. V0H 1H0
 Telephone: 250-442-8266
 Email: info@grandforks.ca
 Fax: 250-442-8000

6 SCHEDULES

- 11.1 The Schedules to this Agreement form part of this Agreement. In the event of a conflict between the main body of this Agreement and a Schedule, the main body of this Agreement shall prevail. This Agreement includes the following Schedules:

Schedule	Title
A	Agreement Area

If any part of this Agreement is found to be illegal or unenforceable, that part will be

considered separate and the remaining parts will be enforceable to the fullest extent permitted by law.

This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the City by a duly authorized representative of the City.

Duly authorized representative name

Title

Signature

Date

Signed and Delivered on behalf of the Agreement Holder by a duly authorized representative of the Agreement Holder.

Duly authorized representative name

Title

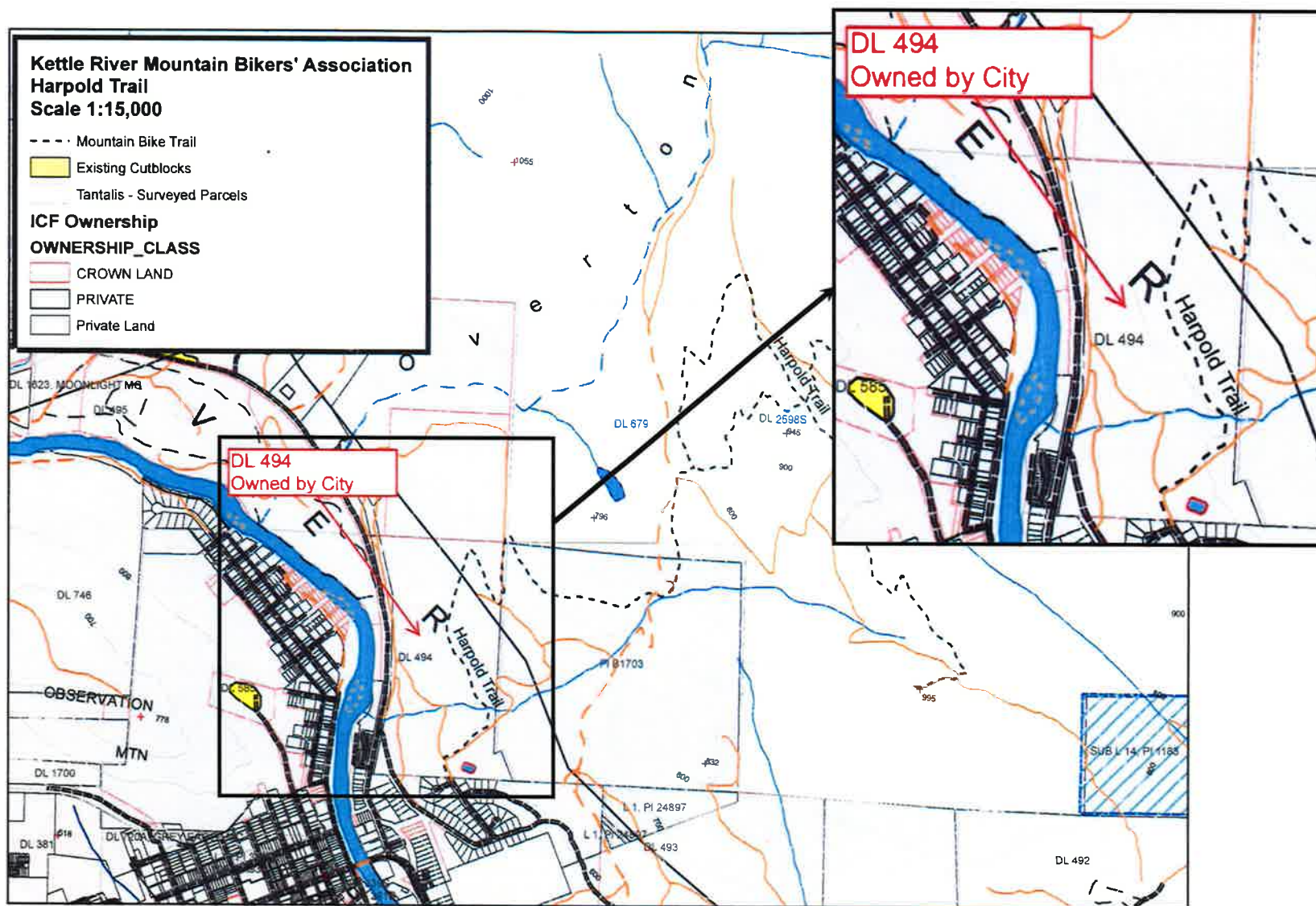
Signature

Date



Attachment to Partnership Agreement #:_____ with the Kettle River Mountain Bikers Association

DESCRIPTION: The section of the Harpold Trail that traverses District Lot 494 (DL 494) owned by the City of Grand Forks.



Kettle River Mountain Bikers' Association
1815A Central Avenue
Grand Forks, B.C. V0H 1H2
Phone: (250)442-3568

December 3, 2013

City of Grand Forks
PO Box 220
Grand Forks, B.C. V0H 1H0

Re: Harpold Trail stewardship agreement.

Dear Sir or Madam:

The Kettle River Mountain Bikers' Association would like to enter into a stewardship agreement with the City of Grand Forks for the section of the Harpold Trail that is located on District Lot 494 owned by the city.

The Harpold Trail is located on the east side of Grand Forks adjacent to the Valley Heights subdivision. The lower portion of the trail is located on private land owned by the City of Grand Forks (see enclosed map). The trail has been in existence for many years and is very popular with both mountain bikers and hikers. The trail receives heavy use from both local residents and tourists due to its scenic location and close proximity to town.

The objectives of the Kettle River Mountain Bikers' Association regarding the Harpold Trail are as follows:

1. Obtain authorization from the City of Grand Forks for permission to use and maintain the Harpold Trail for mountain biking in the form of a simple and brief written stewardship agreement.
2. Establish a good relationship with the City of Grand Forks in regards to the Harpold Trail and to further promote the recreational and health benefits of mountain biking in the Grand Forks area.
3. Fulfill requirements from the Province of B.C. for the club's application to have legal status granted on the portion of the Harpold Trail located on crown land under Section 56 of the Forests and Range Practices Act. The province requires written permission from the City of Grand Forks allowing our club to use the trail on their land.

The Kettle River Mountain Bikers' Association believes there will be many benefits to entering into a stewardship agreement with the City of Grand Forks for the Harpold Trail. Continued enjoyment by the public, proper maintenance of the trail, preservation of the trail for the future, and the building of good working relationships can all be expected outcomes.

We are looking forward to hearing from you on this matter. Please feel free to contact us if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Dickson", written in a cursive style.

Keith Dickson

President, Kettle River Mountain Bikers' Association

Enclosure: Map

- ☐ CROWN LAND
- ☐ PRIVATE
- ☐ Private Land





Recreation Sites and Trails BC

File: 16660-20/REC190937/190944/190946/190953/190957/190957/190957/190975/6157/
190977/190984/190988/166898

Tuesday July 9, 2013

Keith Dikson,

With reference to the Kettle River Mountain Bikers' Associations section 57 application (file 16660-20/REC190937/190944/190946/190953/190957/190957/190957/190975/6157/190977/190984/190988/166898) to maintain 10 mountain bike trails vicinity of Cristina Lake (Exhibit A map Attached), the proposal is hereby approved under Section 57 of the Forest and Range Practices Act. **This approval is subject to the following conditions:**

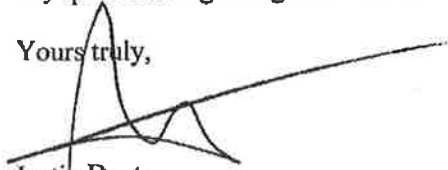
- Any rerouting or rehabilitation must comply with the attached, *General Standards for Trail Construction and Rehabilitation*. Approval must be received prior to any new construction or rerouting within five meters of the existing trail tread (as on attached exhibit A maps)
- Designation of the trails via Section 56 of the Forests and Range Practices Act will not proceed until agreements are signed with other land managers who have jurisdiction where these trails either lead from or lead into. Copies of these agreements must be submitted to the Recreation Officer for the file.
- The Kettle River Mountain Bikers Association must enter into a Partnership Agreement with the Recreation Branch of the Ministry of Forests, Lands, and Natural Resource Operations manage and maintain the trails, prior to November 30, 2013.
- Review and agree to work to comply with the recommendations outlined in the enclosed referral response letter submitted by Lisa Tedesco (Habitat Management Branch of the Ministry of Forests, Lands, and Natural Resource Operations.
- Approval must be granted prior to any merchantable timber being felled (250)365-8600. Any felled trees must be bucked into 50cm lengths to minimize further bark beetle issues.
- Review and comply with the recommendations outlined in the attached e-mail referral response from Werner Baliko, P .Ag. Range Officer, Ministry of Forests Lands and Natural Resource Operations.

Page 2

- Touch base with the owners of Woodlot W1770 (Carl & Ray Sidwell), and W1767 (Paul & Susan Adrain) to discuss the trails and work to address any issues or concerns they may have.

I look forward to working with your group in the future. Please contact me directly if you have any questions regarding this conditional approval.

Yours truly,



Justin Dexter

District Recreation Officer

Ministry of Forests, Lands, and Natural Resource Operations

Recreation Sites and Trails Branch

Kootenay Boundary District

Enclosure(s): Exhibit A Map, referral response Werner Baliko, referral response Lisa Tedesco, general standards for trail construction and rehabilitation

FOREST AND RANGE PRACTICES ACT
[SBC 2002] CHAPTER 69

Division 3 — Recreation

Interpretive forest sites, recreation sites and recreation trails

56 (1) The minister may order

- (a) the establishment of Crown land as an interpretive forest site, a recreation site or a recreation trail, except Crown land that is subject to another enactment and is being administered by another minister, branch or agency of government,
- (b) the variance of the boundaries of an interpretive forest site, a recreation site or a recreation trail, and
- (c) the disestablishment of an interpretive forest site, a recreation site or a recreation trail.

(2) [Repealed 2003-55-31.]

(3) The minister may establish an objective for an interpretive forest site, recreation site or recreation trail established under subsection (1).

(4) An objective established under subsection (1) must be consistent with objectives set by government that pertain to the area.

Unauthorized trail or recreation facility construction

57 (1) Unless authorized in writing by the minister or under another enactment, a person must not

- (a) construct,
- (b) rehabilitate, or
- (c) maintain

a trail or other recreation facility on Crown land.

(2) The minister may impose pre-conditions or conditions of an authorization that the minister considers necessary or desirable, to be met by the person, including, but not limited to, requiring that the person provide security.

(2.1) If the minister requires security under subsection (2), the minister may specify

- (a) when the security must be paid,
- (b) the amount of security that is required,
- (c) the form of the security, and
- (d) the circumstances under which the security may be realized.

(3) A person who obtains an authorization under subsection (1) must comply with any conditions of the authorization.

(4) If the minister determines under section 71 that a person has contravened subsection (1), the minister may order the person to

- (a) remove or destroy or remove and destroy the trail or facility, and
- (b) restore the land underlying the trail or facility.

(5) The minister may revoke or vary an authorization granted under this section.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Officer

Date: January 6th, 2014

Subject: Proposed Council Remuneration Policy Revision

Recommendation: **RESOLVED THAT COUNCIL DETERMINES TO RESCIND THE CURRENT COUNCIL INDEMNITY REVIEW POLICY NO. 305, DATED FEBRUARY 16, 2009.**

BE IT FURTHER RESOLVED THAT COUNCIL ADOPTS THE NEWLY REVISED POLICY NO. 305, COUNCIL REMUNERATION, DATED JANUARY 13TH, 2014.

BACKGROUND:

In 2009, Council adopted a Council Indemnity Review Policy that intended to assist Council in determining a fair remuneration process. To date, Council has not utilized this Policy. Upon review by Staff, the calendar structure in the current policy is not effective and the choice of appointed members is somewhat ambiguous.

In order to assist Council in determining a fair remuneration policy, if they so wish, Staff has prepared a revised Council Remuneration policy for their consideration. The process intends to allow Council to establish a committee within an election year, prior to an election, to determine the remuneration of the next Council coming into office.

Benefits or Impacts of the Recommendation:

General: Council will have a clear process from determining the future Council's remuneration

Strategic Impact: N/A

Financial: Depending on the committee report, as established by Council, the remuneration could increase. If there is an increase in remuneration, that would be in effect as of January the following year after an election – the cost would be factored in during the budgeting process.

Policy/Legislation: Council has the authority to adopt policies

Attachments: 1.Draft proposed policy revision 2.Council Remuneration No. 305, current Policy – Council Indemnity Review No. 305

REQUEST FOR DECISION

— REGULAR MEETING —

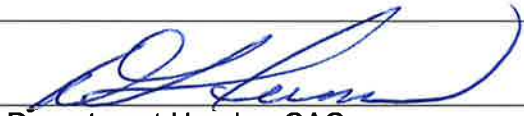



Recommendation:

RESOLVED THAT COUNCIL DETERMINES TO RESCIND THE CURRENT COUNCIL INDEMNITY REVIEW POLICY NO. 305, DATED FEBRUARY 16, 2009.

BE IT FURTHER RESOLVED THAT COUNCIL ADOPTS THE NEWLY REVISED POLICY NO. 305, COUNCIL REMUNERATION, DATED JANUARY 13TH, 2014.

- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF RECOMMENDATION FOR INFORMATION PURPOSES.**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF RECOMMENDATION.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE: Council Remuneration **POLICY NO:** 305

EFFECTIVE DATE: January 13th, 2014 **SUPERSEDES:** Feb. 16, 2009

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

During the expiring quarter of a Council's term, Council will establish a committee consisting of 3 to 7 members of the community, to review Council's remuneration, and make recommendations to the current Council for the new incoming Council's remuneration. Council may, if they wish, appoint a member of the current Council to the committee, who is not planning to run in the upcoming election.

The committee shall report back to the current Council with their recommendations at a Regular Council meeting, at least two weeks prior to Election Day.

PURPOSE:

The Council Remuneration Policy establishes a process to review and make recommendations with respect to Council Remuneration for the next incoming Council during an Election Year.

TERMS OF REFERENCE:

The terms of Reference for the Committee shall be:

- to review existing indemnities and "history" of how present rates were established
- to review comparative rates for other municipalities and like bodies where pertinent (e.g. Regional District Boards)
- to consider the workload required, expected and undertaken by members of Council
- to consider any other pertinent data relating to Indemnities
- to recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis
- the Committee may call upon the Chief Administrative Officer, the Chief Financial Officer and the Corporate Officer as resource persons
- To prepare recommendations for Council's consideration no later than two weeks prior to an Election, or at a date set by Council
- Recommendations on indemnities and remunerations accepted by Council shall be effective January 1st following the general election.

(Existing Policy)

CITY OF GRAND FORKS

POLICY TITLE: Council Indemnity Review

POLICY NO: 305

EFFECTIVE DATE: February 16, 2009

SUPERSEDES:

APPROVAL: Council

PAGE:

1 of 1

POLICY:

An independent "Council Indemnity Review Committee" consisting of not more than five and not less than three residents of the City will be appointed by Council. The Committee will make recommendations to Council on its findings and the appropriate level of indemnity and expenses for the Mayor and Councillors for the City of Grand Forks not later than February 15th, in the year of a general local election.

PURPOSE:

To ensure the most independent possible assessment of the workload of the Mayor and Councillors for the City of Grand Forks and to establish an independent unbiased and reasonable level of remuneration for members of City Council.

PROCEDURE:

1. The Council Indemnity Review Committee shall consist of citizens of Grand Forks appointed by Council not later than January 31st after the general municipal election. The appointed members shall include a business person, a representative of the Clergy and a former City Council member and 2 other members of the general public.
2. The terms of Reference for the Committee shall be:
 - to review existing indemnities and "history" of how present rates were established
 - to review comparative rates for other municipalities and like bodies where pertinent (e.g. Regional District Boards)
 - to consider the workload required, expected and undertaken by members of Council
 - to consider any other pertinent data relating to Indemnities
 - to recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis
 - the Committee may call upon the City Manager, City Clerk and the Chief Financial Officer as resource persons
 - To prepare recommendations for Council's consideration on or before February 15th or a date set by Council
 - Recommendations on indemnities and remunerations accepted by Council shall be effective July 1st following the general election.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 18, 2013
Subject: Employees – Training (Educational Courses), Policy #610
Recommendation: **RESOLVED THAT COUNCIL adopt Policy #610 “Employees – Training (Educational Courses)”**

BACKGROUND:

As part of good governance practice, Council needs to review general government policies that meet its vision. Staff has reviewed the current policy and has found that general housekeeping need to take place within the policy.

The amendment is as follows:

The words “Department Head” have been removed from Procedure #1 to ensure only the Chief Administrative Officer has the ability to approve all training costs.

This policy update was presented to The Committee of the Whole at the December 16th, 2013 meeting where they recommended to Council to resolve to adopt this policy.

Benefits or Impacts of the Recommendation:

General: The policy change is a general housekeeping item that clarifies that the Chief Administrative Officer must approve all educational courses to ensure that they are provided for in the City’s Financial Plan, are the best fit for employees, and fulfill the City’s overall training goals.

Strategic Impact: N/A

Financial: The change allows for more control over training and development needs while staying within the limits of the City’s Financial Plan.

Policy/Legislation: N/A

Attachments: Policy #610 – Employees – Training (Educational Courses)

REQUEST FOR DECISION

— REGULAR MEETING —

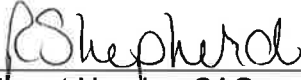



Recommendation:

RESOLVED THAT COUNCIL adopt Policy #610 "Employees – Training (Educational Courses)"

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
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CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Training	POLICY NO:	610
	Educational Courses		
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

PURPOSE:

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

PROCEDURE:

1. Employees must receive approval from the City Manager or ~~Department Head~~ prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.

CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Training	POLICY NO:	610
	Educational Courses		
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

PURPOSE:

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

PROCEDURE:

1. Employees must receive approval from the City Manager prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 18, 2013
Subject: Vehicle Use – City Owned Policy# 613
Recommendation: **RESOLVED THAT COUNCIL adopt Policy #613 “Vehicle Use – City Owned Policy #613”**

BACKGROUND:

As part of good governance practice, Council needs to review general government policies that meet its vision. Staff has reviewed the current policy and has found that general housekeeping needs to take place within the policy.

The proposed amendment is as follows:

- Management titles have been corrected to reflect current titles for the Manager of Operations & the Manager of Development and Engineering.
- Management title for Manager of Building Inspection and Bylaw Services has been added.
- Wording in Section 4 has been changed from “Employees using on-call City vehicles are exempt from the provisions of this policy and will be protected from audit assessments carried out by Revenue Canada” to “Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.”

This policy update was presented to The Committee of the Whole at the December 16th, 2013 meeting where they recommended to Council to resolve to adopt this policy.

Since the presentation to The Committee of the Whole, under Policy #5 the word “Supervisor” has been changed to “Manager.”

Benefits or Impacts of the Recommendation:

General: The policy change is a general housekeeping issue that allows for legislation to be followed, corrects management titles as well as includes one Manager that wasn't included prior.

Strategic Impact: N/A

Financial: N/A

REQUEST FOR DECISION

— REGULAR MEETING —



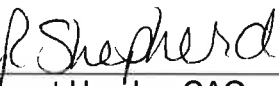

Policy/Legislation: Policies follow from City bylaws and from the Community Charter and the Local Government Act.

Attachments: Policy #613 – Vehicle Use – City Owned

Recommendation: **RESOLVED THAT COUNCIL adopt Policy #613 “Vehicle Use – City Owned”**

OPTIONS:

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

 Department Head or CAO	 Chief Administrative Officer
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CITY OF GRAND FORKS

POLICY TITLE: Vehicle Use – City Owned

POLICY NO: 613

EFFECTIVE DATE: March 16, 2009

SUPERSEDES:

APPROVAL: Council

PAGE:

1 of 1

Purpose:

To ensure that City assets are secure and protected.

Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
 - Fire Chief
 - Deputy Fire Chief
 - Manager of Operations
 - Manager of Development and Engineering
 - Manager of Building Inspection and Bylaw Services
 - Electrical Coordinator or on-call personnel
 - Sewer & Water Coordinator or on-call personnel
 - Roads & Equipment Coordinator when on-call
2. Only those employees who are “on call” shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their Manager.

CITY OF GRAND FORKS

POLICY TITLE: Vehicle Use – City Owned

POLICY NO: 613

EFFECTIVE DATE: March 16, 2009

SUPERSEDES:

APPROVAL: Council

PAGE: 1 of 1

Purpose:

To ensure that City assets are secure and protected.

Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
 - Fire Chief
 - Deputy Fire Chief
 - ~~Manager of Works & Services~~ Manager of Operations
 - ~~Manager of Technical Services~~ Manager of Development and Engineering
 - Manager of Building Inspection and Bylaw Services
 - Electrical Coordinator or on-call personnel
 - Sewer & Water Coordinator or on-call personnel
 - Roads & Equipment Coordinator when on-call
2. Only those employees who are “on call” shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles are exempt from the provisions of this policy and will be protected from audit assessments carried out by Revenue Canada shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their supervisor Manager.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 18, 2013
Subject: Bank Signing Authorization Policy #801
Recommendation: **RESOLVED THAT COUNCIL adopt Policy #801 "Bank Signing Authorization Policy"**

BACKGROUND:

As part of good governance practice, Council needs to review general government policies that meet its vision. Staff has reviewed the current policy and has found that general housekeeping needs to take place within the policy.

The amendment is as follows:

- "or withdrawals" is added to "all cheques or withdrawals shall bear two signatures".
- Wording "payments" replaces "cheques" in "Exempt from this are cheques to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary."
- New sentence added, "For payments over \$25,000, countersigning must be a manual signature."
- New wording added to "The City will ensure there are" sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

This policy update was presented to The Committee of the Whole at the December 16th, 2013 meeting where they recommended to Council to resolve to adopt this policy.

Benefits or Impacts of the Recommendation:

General: The policy change is a general housekeeping issue that allows for better clarification of how payments and withdrawals are to be handled, which will enhance the safeguarding of municipal assets.

Strategic Impact: N/A

Financial: The proposed changes to the current policy ensure that there are sufficient controls on the Municipality's financial assets.

Policy/Legislation: Policies follow from City bylaws and from the Community Charter and the Local Government Act.

REQUEST FOR DECISION

— REGULAR MEETING —

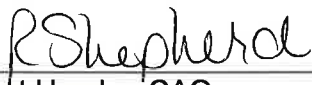



Attachments: Policy #801 – Bank Signing Authorization

Recommendation: **RESOLVED THAT COUNCIL adopt Policy #801 “Bank Signing Authorization Policy”**

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
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CITY OF GRAND FORKS

POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	November, 2012	SUPERSEDES:	
APPROVAL:	COUNCIL	PAGE:	1 of 1

Policy:

That City Council provides for the efficient processing of payments for City services and provide for the security of municipal assets, by authorizing the following:

- a) To withdraw funds from the City's bank accounts, all cheques or withdrawals shall bear two signatures: The Corporate Officer, The Chief Financial Officer, the Chief Administrative Officer, the Mayor, the Acting Mayor or in their absence any Member of Council. Cheques in excess of \$25,000 are to be countersigned by either the Mayor or a Councillor. Exempt from this are cheques payments to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary.

For payments less than \$25,000, the signatures may be produced by mechanical or electronic means. For payments over \$25,000, countersigning must be a manual signature.

~~The signatures may be produced by mechanical or electronic means, with~~ The City will ensure there are sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

- b) To authorize the transfer of funds between the City's general bank account and the Municipal Finance Authority for the purpose of investing surplus funds or drawing upon authorized interim financing, the signature of one of the following:
The Corporate Officer or the Chief Financial Officer or the Chief Administrative Officer or the Accountant/Comptroller.

Purpose:

To establish authority for amending the signing authority forms for the City's bank accounts, and for transfers between the City and MFA, and to ensure that expenditures in excess of \$25,000 are reviewed by elected officials and auditors. This policy will authorize staff to update all forms related to the official signors of the City, upon the official appointment of the Mayor, and upon Council's appointment of the above staff positions.

Procedure:

It is the policy of the City to safeguard municipal assets, and therefore, Council must ensure that there are sufficient controls on the Municipality's financial assets. Upon appointment of the above positions, staff must obtain the appropriate forms from the designated financial institutions and the Municipal Finance Authority, and amend the signing signatures by the next meeting of Council

CITY OF GRAND FORKS

POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	November, 2012	SUPERSEDES:	
APPROVAL:	COUNCIL	PAGE:	1 of 1

Policy:

That City Council provides for the efficient processing of payments for City services and provide for the security of municipal assets, by authorizing the following:

- a) To withdraw funds from the City's bank accounts, all cheques or withdrawals shall bear two signatures: The Corporate Officer, The Chief Financial Officer, the Chief Administrative Officer, the Mayor, the Acting Mayor or in their absence any Member of Council. Cheques or withdrawals in excess of \$25,000 are to be countersigned by either the Mayor or a Councillor. Exempt from this are payments to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary.

For payments less than \$25,000, the signatures may be produced by mechanical or electronic means. For payments over \$25,000, countersigning must be a manual signature.

The City will ensure there are sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

- b) To authorize the transfer of funds between the City's general bank account and the Municipal Finance Authority for the purpose of investing surplus funds or drawing upon authorized interim financing, the signature of one of the following:
The Corporate Officer or the Chief Financial Officer or the Chief Administrative Officer or the Accountant/Comptroller.

Purpose:

To establish authority for amending the signing authority forms for the City's bank accounts, and for transfers between the City and MFA, and to ensure that expenditures in excess of \$25,000 are reviewed by elected officials and auditors. This policy will authorize staff to update all forms related to the official signors of the City, upon the official appointment of the Mayor, and upon Council's appointment of the above staff positions.

Procedure:

It is the policy of the City to safeguard municipal assets, and therefore, Council must ensure that there are sufficient controls on the Municipality's financial assets. Upon appointment of the above positions, staff must obtain the appropriate forms from the designated financial institutions and the Municipal Finance Authority, and amend the signing signatures by the next meeting of Council

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 20, 2013
Subject: Payment Processing Policy #801.1
Recommendation: **RESOLVED THAT COUNCIL adopt Policy #801.1 "Payment Processing Policy"**

BACKGROUND:

As part of good governance practice, Council needs to review general government policies that meet its vision. Staff has reviewed the current policies and has found a need for a policy which clarifies the date that payments will be recorded in our system.

This policy will result in online banking payments being recorded in our system on the effective date as opposed to when we receive them. Payments received by mail will be recorded as the date received.

This policy was presented to The Committee of the Whole at the December 16th, 2013 meeting where it was recommended to Council to resolve to adopt this policy.

Benefits or Impacts of the Recommendation:

General: This policy allows for enhanced customer service and adherence to online banking agreements. The disadvantage is that the process will extend out month end closing process by up to 5 days.

Strategic Impact: N/A

Financial: There are no costs associated with this change, however month end reporting will be delayed due to a delay in processing payments.

Policy/Legislation: Adherence to online banking agreements.

Attachments: Policy #801.1 – Payment Processing Policy

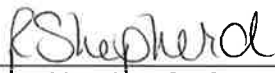

Recommendation: **RESOLVED THAT COUNCIL adopt Policy #801.1 "Payment Processing Policy"**

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

THE CITY OF GRAND FORKS

POLICY TITLE: Payment Processing Policy

POLICY NO:

801.1

EFFECTIVE DATE: January 2014

SUPERSEDES:

APPROVAL: Council

PAGE:

1 of 1

POLICY:

That City Council provides for the efficient processing of payments for City services in accordance with banking regulations by authorizing the following:

- a.) To record in our financial system the effective date of the home banking notification as the City's processing date.
- b.) To record the date of payment for mail payments as the date the payments are received, not the postmark.

PURPOSE:

To establish a procedure for processing date of payments.

PROCEDURE

- Determining the processing date for payments received.
- To correctly follow the agreements with each bank for online banking payments.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 30, 2013
Subject: Contracting Authority & Purchasing Policy #802
Recommendation: **RESOLVED THAT COUNCIL adopt Policy #802 "Contracting Authority & Purchasing Policy"**

BACKGROUND:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the current policy and has found that some general housekeeping needs to take place within the policy. The amendments are as follows:

- Change Manager title from Manager of Technical Services to Manager of Development & Engineering.
- Change Manager title from Manager of Environmental Services & Building Construction to Manager of Building Inspection & Bylaw Services.
- Increase spending limit of the Chief Financial Officer from \$20,000 to \$ 25,000.
- In spending limits change wording from "All Employees" to "All Permanent Employees"
- Correct the color of paper used for purchase orders from white to yellow.
- Outline that the purchase order is scanned to the Manager that originated it and then electronically scanned.
- Remove the wording "facsimile transmitted" and "facsimile" from section vii. Formal Public Tendering and Request for Proposals.

This policy was presented to The Committee of the Whole at the December 16th, 2013 meeting where they recommended to Council to resolve to adopt this policy.

- Since presentation at Committee of the Whole, one additional change. Under section v. Verbal Quotes, replace "cost is estimated not to exceed \$5000" with "cost is estimated to exceed \$5000."

Benefits or Impacts of the Recommendation:

General: The benefit of the proposed changes allows for current staff job titles to be reflected in the policy. It also clarifies spending authority limits for employees, clarifies purchase order color and removes some wording from section vii.

REQUEST FOR DECISION

— REGULAR MEETING —



Strategic Impact: N/A

Financial: The proposed changes to the current policy clarify spending limits which could in turn save money in future.

Policy/Legislation: Policies follow from City bylaws and from the Community Charter and the Local Government Act.

Attachments: Policy #802 – Contracting Authority & Purchasing Policy

Recommendation: **RESOLVED THAT COUNCIL adopt Policy #802 “Contracting Authority & Purchasing Policy”**

OPTIONS:

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

THE CITY OF GRAND FORKS			
POLICY TITLE: Contracting Authority & Purchasing		POLICY NO:	802
EFFECTIVE DATE:	January 15, 2013	SUPERSEDES:	802
		Purchasing & Tendering	
APPROVAL: Council		PAGE:	1 of 6

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$20,000 \$25,000
Corporate Officer	\$10,000
Manager of Operations	\$10,000
Manager of Development & Engineering	\$10,000
Fire Chief	\$10,000
Manager of Building Inspection & Bylaw Services	\$5,000

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO₂) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost, maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost, and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: **Yellow** - Accounting

Scanned to Manager
Scanned electronically

- May have additional information attached such as drawings, detailed specifications, samples, etc.
- Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
- Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees
7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated ~~not~~ to exceed \$5,000.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000 and \$10,000.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000 and not exceed \$50,000.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;
- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- Bids or tenders will be accepted up to the closing time and date of the tender. Amendments to bids or tenders will be accepted unless specifically prohibited in the bid or tender document.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day. Council is invited to be in attendance.

- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

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MEMORANDUM



DATE : January 7th, 2014

TO : Council

FROM : Doug Allin, Chief Administrative Officer

SUBJECT : Schematic Layout for City Hall

Re: Schematic layout at City Hall

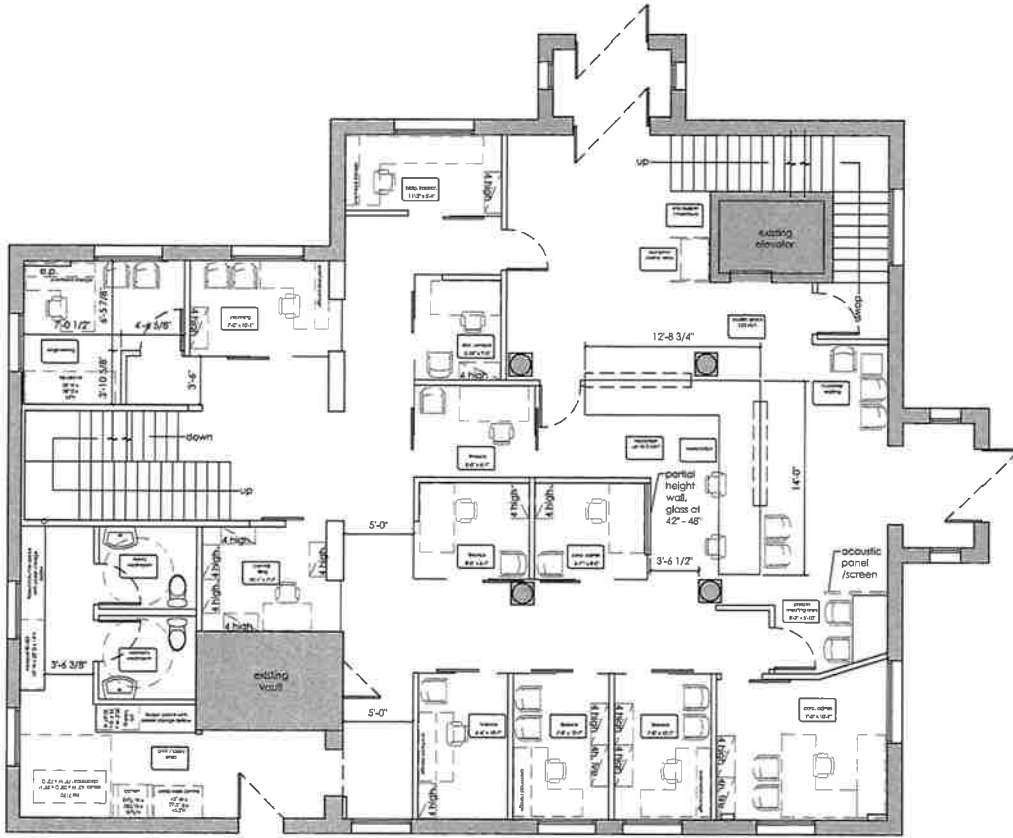
The project manager for the restoration of City Hall worked with Hatch Interior Design to develop the schematic layout for the main floor of the building. The design firm Hatch Interior Design was hired after three verbal quotes were acquired. They first consulted with City staff to determine operational needs and once identified proceeded to produce the schematic design. The insurance company delivered the Scope of Damage report in the first week of January. There will be an assessment of the report by a consultant. Next steps include:

- A. Design Development
- B. Mechanical Engineering
- C. Fixture, Furniture and Equipment
- D. Contract Documents
- E. Project Administration



Design elements for Grand Forks City Hall





1
1 of 1
1/4" = 1'-0"

schematic layout
option 5

notes

1. private meeting area is not an enclosed room, the area is screen visually and acoustically from private areas, staff and customer do not sit across from each other.

This schematic plan is reviewed and approved including any minor revisions as noted.

name: _____

signature: _____

date: _____

1 of 1
sheet no.

grand forks city hall
7217 4th street
grand forks, nd 58201
phone: 701.773.1234
fax: 701.773.1235
www.grandforks.gov

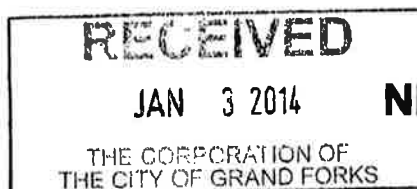
dec. 13, 2013
date
grand forks city hall
7217 4th street
grand forks, nd 58201
phone: 701.773.1234
fax: 701.773.1235
www.grandforks.gov

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city of grand forks
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phone: 701.773.1234
fax: 701.773.1235
www.grandforks.gov





**For Immediate Release
January 2, 2014**

ASSESSMENT NOTICES SENT TO PROPERTY OWNERS IN SOUTH OKANAGAN

Property Values Remain Stable for 2014

KELOWNA – As 2014 marks BC Assessment's 40th anniversary, owners of more than 67,000 properties throughout the South Okanagan can expect to receive their 2014 assessment notices in the next few days.

"Most homes in the South Okanagan are remaining stable in value compared to last year's assessment roll," said Tracy Wall, Deputy Assessor. "Most home owners in the South Okanagan will see modest changes in the + 5% to -5% range."

Overall, the South Okanagan's Assessment Roll decreased from \$19,636,475,825 last year to \$19,516,491,502 this year. The 2014 assessment roll includes \$217,229,016 for subdivisions, rezoning and new construction.

The examples below demonstrate local market trends for residential properties by a geographic area; trends are affected by many variables.

Jurisdiction	2013 Assessment Roll (valuation date of July 1, 2012)	2014 Completed Assessment Roll (valuation date of July 1, 2013)
Grand Forks	\$206,000	\$199,000
Greenwood	\$126,000	\$125,000
Penticton	\$374,000	\$372,000
Penticton (strata)	\$222,000	\$217,000
Summerland	\$417,000	\$419,000
Keremeos	\$241,000	\$225,000
Midway	\$189,000	\$178,000
Oliver	\$303,000	\$300,000
Osoyoos	\$369,000	\$364,000
Princeton	\$214,000	\$204,000

In addition, owners of commercial and industrial properties in the South Okanagan will see changes ranging from +5% to -10%.

"Property owners who feel that their property assessment does not reflect market value as of July 1, 2013 or see incorrect information on their notice should contact BC Assessment as indicated on their notice as soon as possible in January," said Wall.

"If a property owner is still concerned about their assessment after speaking to one of our appraisers, they may submit a Notice of Complaint (Appeal) by January 31, for an independent review by a Property Assessment Review Panel," added Wall.

The Property Assessment Review Panels, independent of BC Assessment, are appointed annually by the Ministry of Community, Sport and Cultural Development, and meet between February 1 and March 15 to hear formal complaints.

BC Assessment's Okanagan office recently moved to a new location within Kelowna. The new office is located at #300-1631 Dickson Avenue in Kelowna. During the month of January, office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday. Property owners can contact BC Assessment toll-free at 1-866-valueBC (1-866-825-8322) or online by clicking "CONNECT" at www.bcasassessment.ca.

Visit www.bcasassessment.ca for more information about the 2014 Assessment Roll including lists of 2014's top 100 most valuable residential properties across the province.

Of note, 2014 is BC Assessment's 40th anniversary, marking forty years of value to British Columbia.

Follow BC Assessment on [Twitter](#), [YouTube](#), [Facebook](#), and [LinkedIn](#).

-30-

Media Contact:

Tracy Wall, Deputy Assessor
BC Assessment Okanagan
Phone: (250) 763-8300 local 19314
Toll Free: 1-866-valueBC (1-866-825-8322) local 19314
Cell Phone: (250) 826-3641 messages
Email: tracy.wall@bcassessment.ca

BC Assessment

MEDIA BACKGROUNDER

**For Immediate Release
January 2, 2014**

Facts on B.C. Property Assessments and the 2014 Assessment Roll

- Total number of properties on the 2014 roll is 1,954,445, an approximate 1% increase from 2013.
- Total value of real estate on the 2014 roll is \$1,141,848,449,910, a 1.35% increase from 2013.
- Total amount of 'non-market change', including new construction and development: approximately \$17.54 billion, an increase of 5.38% from the 2013 roll of \$16.64 billion.
- In B.C., approx. 87.7% of all properties are classified with some residential (Class 1) component. This equates to over \$864 billion of the value on the total provincial roll.
- Over 98% of property owners accept their property assessment without proceeding to a formal, independent review of their assessment.
- Assessments are the estimate of a property's market value as of July 1, 2013 and physical condition as of October 31, 2013. This common valuation date ensures there is an equitable property assessment base for property taxation.
- Changes in property assessments reflect movement in the local real estate market and can vary greatly from property to property. When estimating a property's market value, BC Assessment's professional appraisers analyze current sales in the area, as well as considering other characteristics such as size, age, quality, condition, view and location.
- Real estate sales determine a property's value which is reported annually by BC Assessment. Local governments and other taxing authorities are responsible for property taxation and, after determining their own budget needs this spring, will calculate property tax rates based on the assessment roll for their jurisdiction.
- BC Assessment's assessment roll provides the foundation for local and provincial taxing authorities to raise more than \$6.2 billion in property taxes each year. This revenue funds the many community services provided by local governments around the province, including the public school system.
- BC Assessment's website provides a listing of property assessments and sales to help property owners understand their property's market value and provide comparable sales information. Go to www.bcasessment.ca and click on the **e-valueBC** link. Copies of neighbourhood assessments are also available at local area offices and most municipal halls and government agent's offices across the province.
- For more information on the 2014 assessment roll and regional and province-wide real estate market trends, please visit www.bcasessment.ca and click on the 2014 assessment roll information link.
- Follow BC Assessment on Twitter, YouTube, Facebook, and LinkedIn at www.bcasessment.ca.

www.bcasessment.ca We Value BC



**Empowering BC's School Children
To Choose a Drug-Free Life**

RECEIVED

DEC 10 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

Board of Directors

Greg Tedesco
CFO,
Abacus Private Equity
Chuck Doucette
Founding member of
D.A.R.E. BC and
Retired RCMP Officer

**C/Supt Kevin
Debruyckere**
RCMP Deputy Criminal
Operations Officer
Federal Policing in BC

S/Sgt. Anthony Choy
Provincial Coordinator
RCMP Drugs &
Organized Crime
Awareness Service

Mike Yau
Probation Officer
Ministry of the Attorney
General

Michelle Moriarty
Lawyer
Legacy Tax+ Trust
Lawyers

Sgt. Gus Papagiannis
District Coordinator
RCMP Drugs &
Organized Crime
Awareness Service

Peter Louwe
Media Relations Officer
Greenpeace Canada

Lainie Goddard
Manager
RCMP Administration
Richmond

Ester Ho
Executive Director,
Integration Youth
Services Society

Lynne Mahood
HR Consultant

Colin Grant
Risk Consultant

Charity Registration
Number 89140 7413
RR0001

December 2, 2013

Mayor Brian Taylor
PO Box 220
Grand Forks, BC V0H 1H0

RE: Request for Funding to Support Grand Forks' D.A.R.E. Program

Dear Mayor Taylor,

As you may know, each year local RCMP officers teach the Drug Abuse Resistance Education (DARE) Program to many of Grand Forks's Grade 5 and 6 school children to empower them to avoid the use of drugs and alcohol by making healthy choices. While the program is offered at no cost to schools, the cost of the students' learning materials is covered by funds raised from within Grand Forks.

D.A.R.E. BC is a charitable organization which partners with the RCMP to help raise these funds. The learning materials cost \$10 per student.

During the last two school years insufficient funds were raised in to cover the full cost of the materials for your students.

Last year, D.A.R.E. BC undertook a special appeal to service clubs and PACs which raised \$0. One hundred and twelve students took the program during the 2012-13 school year, leaving a \$1,120 shortfall which was again covered from our reserve fund. Unfortunately, this fund is now depleted.

We will continue our best efforts to raise sufficient funds within Grand Forks to cover the full cost of delivering the program during the current 2013-14 school year. However, it is unlikely we will be able to raise sufficient funds to cover the full cost of the program from community groups alone.

D.A.R.E. BC is appealing to Grand Forks City Council to make a commitment to cover the anticipated shortfall in funding. Without such a commitment some students may not receive a full set of learning materials. A number of other municipalities in B.C. provide annual grants to support the D.A.R.E. program in their community. We are requesting that Grand Forks does the same.

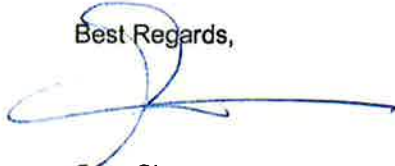
FILE CODE

12

WES, DI - DARE BC Society -
Request for Funding

If you would like to learn more about the D.A.R.E program, a local D.A.R.E. Officer would be pleased to make a presentation to your council. To arrange for a presentation, please contact Sgt. Gus Papagiannis by phone (778-290-2081) or by email (gus.papagiannis@rcmp-grc.gc.ca). I have attached an overview of D.A.R.E. BC's partnership with the RCMP. Additional information is available on our website (www.darebc.com). Thank you for considering our request to support Grand Forks's D.A.R.E Program.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Gary Cleave', with a long horizontal stroke extending to the right.

Gary Cleave
Development Officer

The D.A.R.E. BC Society
RCMP 'E' Division Headquarters
Mail Stop #601
14200 Green Timbers Way,
Surrey, BC V3T 6P3
dare@darebc.com
www.darebc.com



**Empowering B.C.'s School Children
to Choose a Drug-Free Life**

www.darebc.com

Table of Contents

D.A.R.E. BC's Mission.....	3
The D.A.R.E. Program.....	3
Accessibility.....	4
Funding Partnerships and Community Supporters.....	4
D.A.R.E. Communities.....	5
Board of Directors	6



D.A.R.E. BC's Mission

Drug abuse is one of our society's most corrosive social problems and with the movement to legalize the use of marijuana the need for prevention programs targeted at youth has never been greater.

The D.A.R.E. BC Society is a Canadian registered charity (CRA Registration # 89140 7413 RR0001) whose purpose is to empower the children of British Columbia with the critical thinking and life skills necessary to choose a drug-free life. The Society's primary mission is to support the delivery of the RCMP's Drug Abuse Resistance Education Program to BC's Grades 5 and 6 school children.

The Society was established over decade ago in the community of Prince George, BC. Since its inception well over 100,000 BC school children have taken D.A.R.E., making it the most widely used and comprehensive youth drug prevention program in BC. Over 250 police officers teach D.A.R.E. each year to 12,000 Grade 5 or 6 school children in over 100 BC communities (see page 5). D.A.R.E. has been so successful that it has become the foundation of the RCMP's Community Prevention Education Continuum which is a community-lead, police-assisted, comprehensive drug prevention strategy encompassing youth from Kindergarten through to Grade 12.

D.A.R.E. BC's ongoing mission is to provide the RCMP with the resources and support needed to deliver the D.A.R.E. program to Grade 5 and 6 students in every community in the British Columbia.

The D.A.R.E. Program

The D.A.R.E. Program is a comprehensive school-based drug prevention program taught by police officers to children at the Grade 5/6 level. The program is delivered over a 10-week period, and each lesson is presented in a fun and factual way, designed to maximize student participation using an interactive workbook.

The D.A.R.E. Officers partner with classroom teachers to build protective factors for children by providing information and social skills needed to live drug- and violence-free.

D.A.R.E. also provides opportunities to establish positive relationships among police, children, parents, teachers and other community members.

A 2007 survey of the British Columbia students, parents, teachers and principals had an extremely positive view of the D.A.R.E. program. Of the 5,337 students surveyed, 93% agreed that they learned new ways to make good and informed decisions about the use of alcohol, tobacco and drugs by attending the D.A.R.E. program. In addition, 95% felt the D.A.R.E. program would help them to decide against using drugs in the future.

Over 96% of the 3,050 parents surveyed felt D.A.R.E. had a positive effect on their children's attitudes towards drugs and on their children's decision-making skills. Of 284 teachers surveyed, 97% expressed very positive feelings about having D.A.R.E. officers in their classrooms to deliver the program.

Principals also showed strong support for the program and agreed that D.A.R.E. had a positive effect on their school's students. Of the 200 school principals surveyed, 96% felt the program fully met their professional educational standards and practices.

Accessibility

- The D.A.R.E. BC Society is committed to ensuring that the program is inclusive of everyone, regardless of race, colour, ancestry, place of origin, language, religion, marital status, family status, physical or mental ability, gender, sexual orientation, gender identity or income.
- The program is offered in both official languages – English and French.
- A brail version of the student workbook has been developed for students with low vision.
- The program is provided at no cost to students, parents, teachers and schools to ensure financial restraints do not exclude anyone from participation in the program.
- D.A.R.E. Officers receive training on techniques for teaching the program to students with learning disabilities.
- Almost 18% of students graduating from the program are from Aboriginal communities.
- D.A.R.E. Officers teaching the program represent a wide variety of ethnic and religious backgrounds.

Funding Partnerships and Community Supporters

- D.A.R.E. Officer salaries are covered by the RCMP detachments which offer the D.A.R.E. Program to school children in the communities they serve.
- The RCMP also recruits D.A.R.E. Officers from Canadian Border Services, the Department of Oceans and Fisheries, the BC Corrections Service, Canadian Forces Police and municipal police. These agencies cover the salary costs of the D.A.R.E. Officers in their communities.
- The Federal RCMP and the B.C. Ministry of Justice cover the salary costs the RCMP's Drugs and Organized Crime Awareness Service Coordinators who oversee the delivery of the D.A.R.E. program and help to establish community-lead, police-assisted, comprehensive youth drug prevention strategies encompassing youth from Kindergarten through to Grade 12.
- Our education partners include 800 BC schools which support the delivery of the D.A.R.E. Program. Teachers and principals welcome D.A.R.E. because the program directly supports the goals and prescribed learning outcomes of the Health and Career Education curriculum for BC schools.
- Many community organizations contribute generously to cover a portion of the cost of D.A.R.E. learning materials for students in their community.

DARE Communities

The D.A.R.E. program is offered in the following BC communities

Agassiz	Gold River	Pemberton
Ahousaht	Golden	Port Alberni
Alert Bay	Granisle	Port Hardy Port McNeil
Alexis Creek	Grand Forks	Powell River
Anahim Lake	Hope	Prince Rupert
Atlin	Houston	Prince George
Barriere	Hudson's Hope	Princeton
Bella Coola	Invermere	Quadra Island
Bella Bella	Jaffray	Qualicum
Bowen Island	Kamloops	Qualicum Beach
Boston Bar	Keremeos	Queen Charlotte
Bowser	Kimberley	Quesnel
Burns Lake	Kitimat	Revelstoke
Colwood	Ladysmith	Richmond
Campbell River	Lake Cowichan	Rossland
Canal Flats	Langford	Salmo
Castlegar	Lillooet	Salmon Arm
Chase	Logan Lake	Shawnigan Lake
Chetwynd	Lytton	Sicamous
Chernanish	Mackenzie	Sidney
Comox	McBride	Smithers
Coombs	Maple Ridge	Sooke
Courtenay	Masset	Sparwood
Cranbrook	Merritt	Squamish
Cumberland	Midway	Stewart
Dawson Creek	Mission	Summerland
Duncan	Metochosin	Takla Landing
Edgewater	One Hundred Mile House	Tumbler Ridge
Elkford	Nanaimo	Tofino
Enderby	Nelson	Ucluelet
Esquimalt	New Hazelton	Vanderhoof
Fernie	New Aiyansh	Valemont
Fort St. James	New Denver	View Royal
Fort St. John	North Cowichan	Wells
Fort Nelson	North Vancouver	Williams Lake
Fraser Lake	Oliver	Windermere
Fruitvale	Osoyoos	Whistler
Gabriola Island	Parksville	White Rock
	Penticton	

D.A.R.E. BC Society Board of Directors 2013/2014

The D.A.R.E. BC Society is governed by a volunteer Board of Directors who are committed to empowering BC's youth with the critical thinking and decision making skills to choose a drug free life.

President Greg Tedesco
Chief Financial Officer,
Abacus Private Equity

Vice President Colin Grant
Financial Services Consultant

Past President Chuck Doucette
Founding member of D.A.R.E. BC and Retired RCMP Officer

Treasurer Evelyn Miquel
Accounting Manager, University of BC

Secretary Sgt. Gus Papagiannis
District Coordinator RCMP Drugs & Organized Crime Awareness Service

C/Supt Kevin Debruyckere
RCMP Deputy Criminal Operations Officer Federal Policing in BC

S/Sgt. Anthony Choy
Provincial Coordinator RCMP Drugs & Organized Crime Awareness Service

Mike Yau
Probation Officer, Ministry of the Attorney General

Sgt. Gus Papagiannis
District Coordinator RCMP Drugs & Organized Crime Awareness Service

Jeffrey Helm
Research Manager, University of BC

Michael Jaswal
Secondary Vice Principal Richmond School District

Emmanuel Adjel-Achampong
Elementary
Vice Principal, Richmond

Lainie Goddard Manager
Richmond RCMP Administration
Esther Ho
Executive Director, Integration Youth Services Society
Rob S. Johal
Financial Planning Consultant

Stephanie Stroppa
IT Administrative



"Whether therefore ye eat, or drink, or whatsoever ye do,
do all to the glory of God."

I Corinthians 10:31



Nov 20, 2013

To Whom It May Concern,

In August this year we signed the lease agreement for the property formerly known as the wildlife hall with the understanding that lease payments would not begin until February 2014. Since that time many difficulties have transpired. After 3 months attempting to gain the aid of a local Engineer we were forced to contact Dan Sahlstorm in Castlegar. He has been a great help and will be continuing with us as the project continues. We, along with Dan and Wayne Kopan, met to discuss the needed upgrades on the 19th and have discovered that the structure is in need of major structural changes. Based upon this new information, and the unfortunate additional cost, we will be nowhere close to completing the renovations by February next year. We would like to request that the city extend the lease grace period until such time as we are able to attain our occupancy permit. Wayne Kopan can testify on our behalf that we are not taking any extra time unnecessarily and the work on renovating the structure continues as quickly as we are able to complete it. I cannot suggest a specific length of time as we seem to find something new at each turn that delays the progress of this project.

Thank you for your consideration.

Sincerely

Pastor Brett Swope

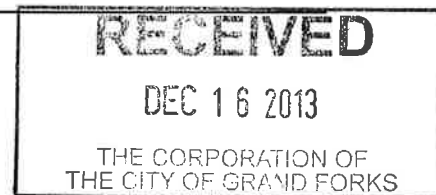
Brett Swope

Grand Forks Baptist Church

FILE CODE

1/NE3
GI - Church - Request
City Extend Lease
Grace Period

From: "Lifeforce" <lifeforcesociety@hotmail.com> 14/12/2013 11:54:...
Subject: Fw: Great News! Deer Hazing with Dogs to be Permitted!
To: btaylor@grandforks.ca Info City of Grand Forks



Dear Mayor and Councillors:

Great News! Deer Hazing with Dogs to be Permitted!

There was no provision within the BC Wildlife Act, or its attendant Permit Regulations that allowed for the hazing of deer with dogs. There was a temporary permit issued to Kimberley in May 2013, the trial proved that hazing can successfully remove deer from town areas.

In February 2013 Lifeforce was advised that staff is working on amendments to the regulation. Once supported by an order in Council it could go into effect in the 2013/14 fiscal year.

On December 11th Lifeforce was advised that as a regulation change to the Permit Regulation it is an identified priority regulation change by Order in Council. The next day it was confirmed that it is going ahead for 2014.

Therefore the killing of deer must not proceed due to this and many other nonlethal solutions. In addition, it has been proven that "culls" have not resolved issues. Lifeforce has also proposed to local and provincial governments our hazing solutions without dogs that would not need any permitting.

Further information: lifeforcesociety@hotmail.com

Peter Hamilton
Lifeforce Founding Director
(604)649-5258
lifeforcesociety@hotmail.com
www.lifeforcefoundation.org

FILE CODE
WEB, 41 - Lifeforce Society - Deer Hazing w/ Dogs

**RECEIVED**

DEC 16 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

Ref: 153926

DEC 11 2013

His Worship Mayor Brian Taylor
and Members of Council
City of Grand Forks
7217 4th Street
PO Box 220
Grand Forks, BC V0H 1H0

Dear Mayor Taylor and Councillors:

I appreciated our meeting at this year's UBCM Convention in Vancouver. It was a good opportunity for me to hear some of the issues you face as leaders in your community.

I am very sorry to hear about the devastating fire at City Hall on September 19. Council and staff will be faced with numerous challenges which I am sure the City and the wider community will overcome.

I appreciate the proactive approach, and leadership role, the City has taken with implementing sound asset management practices and I want to thank you for providing ideas on modifying the capital grant programs. Currently the Ministry of Community, Sport and Cultural Development recommends that local governments submit or outline their asset management work in the application process of capital grant programs. Approved projects have also been required to report out on their asset management practices as part of the conditions of their contribution agreement. Based on indications from my Federal counterparts, it is anticipated that future grant programs will incrementally put more emphasis on asset management. Given the work the City has already undertaken in this regard, it is well positioned for future grant programs. Like the City, the Ministry recognizes the benefits of local government asset management and the added value it contributes to infrastructure funding dollars.

We are proud of the partnership we have with you, and the support we have been able to provide to the City of Grand Forks in meeting local priorities and in making communities strong, healthy and prosperous. I have enclosed a summary of investments my Ministry has made in your community since 2001.

Creating and maintaining the local investment climate are important in fostering economic growth and keeping our communities strong. I look forward to working with you to ensure we are well positioned to take full advantage of these opportunities.

FILE CODE

.../2

WES

m9 - Summary of Investments,
Support & Partnership

Ministry of Community, Sport
and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

Page 109 of 151

His Worship Mayor Brian Taylor
and Members of Council
Page 2

I know how important senior government funding is to your community in helping meet local priorities. We are currently discussing a future federal/provincial long-term infrastructure plan with the Federal Government and the ongoing structure and delivery options of the permanent Gas Tax Fund. Any new program decisions will be clearly communicated to all local governments.

Thank you to your delegation for taking the time to meet with me at the Convention and for the dedication and leadership you are providing to your community.

Sincerely,

A handwritten signature in cursive script that reads "Coralee Oakes".

Coralee Oakes
Minister

Enclosure

pc: Ms. Linda Larson, MLA
Boundary-Similkameen

GRAND FORKS

Summary of Provincial Funding Support Ministry of Community, Sport & Cultural Development 2001 – Current

Infrastructure Support – Building the Foundation for a Stronger Future

	Year	Project	Provincial Funding
Grand Forks			
MRIF	2008	Grand Forks Park Lift Station	293,333
IPG	multiple	Various Infrastructure Studies Since 2002	30,000
BCCWIP	2005	upgrade the City's existing drinking water reservoir	180,667
CBCIP	2002	Granby River water main crossing	131,428
T4T	2008	City Park upgrades	400,000
Green City Award	2008	Community w/ a population of 1,500-4,999	25,000
LM	2009	Grand Forks LocalMotion Project	712,000
Trees	2009	Trees for the Cemetery, City Park & Vienna Woods Project	43,750
Kootenay Boundary RD			
LM	2008	Columbia and Western Rail Trail Improvements	40,000
TOTAL			\$1,856,178

Small Community Grants – Support for Smaller Communities

	2004	2005	2006	2007	2008
Grand Forks	284,191	284,191	335,435	389,450	445,259
Grand Total					\$1,738,526

Strategic Community Investment Fund*

	March 2009	September 2009	July 2010	March 2011	June 2011	March 2012	June 2012	March 2013	June 2013
Grand Forks	642,904	230,527	138,684	272,252	391,750	271,184	407,680	90,395	226,891
Total									\$2,672,267

* Strategic Community Investment Funds – are the combination of Small Community and Regional District Grants, as well as Traffic Fine Revenues available to applicable communities in an accelerated payment scheme

MRIF – Canada/BC Municipal Rural Infrastructure Fund
CBCIP – Canada/BC Infrastructure Program
BCCWIP – BC Community Water Improvement Program
T4T – Towns for Tomorrow

Trees – Trees for Tomorrow
IPG – Infrastructure Planning Grant
LM – LocalMotion

Support for Resource Community Challenges – Community Development Trust Job Opportunities Program

	Work Activity	Funding
Grand Forks		
Whitewater Forestry Consulting Ltd.	Mountain Pine Beetle Survey Project	82,235
City of Grand Forks	Recreation Site and Trail Maintenance Project	248,049
Regional District of Kootenay Boundary	Invasive Plant Management Project	212,247
Mehmal Ranch	Ecosystem and Range Restoration Project	131,973
Grand Forks/Greenwood/Midway/Christina Lake/Rock Creek/Beaverdell – ToPa Forest Consulting	Trail Assessment and Survey Project	17,960
Grand Forks/Greenwood/Midway/Christina Lake/Rock Creek/Beaverdell – Cayuse Logging	Silviculture Project	99,207
Jackass Logging Ltd.	Range fence clearing	132,907
City of Grand Forks	Silviculture	54,048
TOTAL		\$978,626

Climate Action Revenue Incentive Program – Support for Community Action on Climate Change

	Year	Program	Provincial Funding
Grand Forks	2009	Reimburse 100 percent of Carbon Taxes Paid	1,453
	2010		4,551
	2011		5,558
	2012		6,992
	2013		7,884
TOTAL			\$26,438

MRIF – Canada/BC Municipal Rural Infrastructure Fund
 CBCIP – Canada/BC Infrastructure Program
 BCCWIP – BC Community Water Improvement Program
 T4T – Towns for Tomorrow

Trees – Trees for Tomorrow
 IPG – Infrastructure Planning Grant
 LM – LocalMotion

SUMMARY OF FUNDING SUPPORT

Building Infrastructure for a Stronger Future	\$1,856,178
Small Community Grants	\$1,738,526
Strategic Community Investment Fund	\$2,672,267
Community Development Trust Funding	\$978,626
Support for Community Action on Climate Change	\$26,438
TOTAL	\$7,272,035

NOTE: Investments highlighted in red are made from programs previously under the responsibility of this Ministry.

MRIF – Canada/BC Municipal Rural Infrastructure Fund
CBCIP – Canada/BC Infrastructure Program
BCCWIP – BC Community Water Improvement Program
T4T – Towns for Tomorrow

Trees – Trees for Tomorrow
IPG – Infrastructure Planning Grant
LM – LocalMotion

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Building Inspections & Bylaw Services
Date: January 6, 2014
Subject: Noise Control Bylaw Amendment
Recommendation: RESOLVED THAT COUNCIL give the first three readings to the amendment to the Noise Control Bylaw No. 1963.

BACKGROUND: After reviewing the Noise Control Bylaw No.1963 it was discovered that City did not have a clause within the Bylaw to address industrial operations. At times the market requires that industrial operations will need to run additional shifts to meet their market demands. This has been normal operating procedure for the major industries, located in the Grand Forks Industrial Park.

Benefits or Impacts of the Recommendation:

General: This will allow for better control and enforcement of the bylaw with regard to the hours of work and noise produced by the industrial operations in the Industrial Park.

Strategic Impact: N/A

Financial: N/A

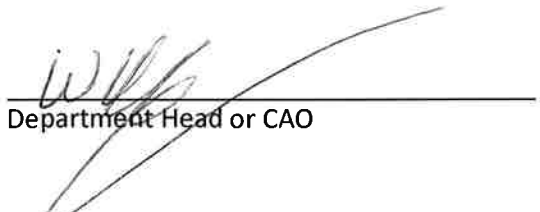
Policy/Legislation: Council has the authority amend bylaws.

Attachments: Proposed bylaw amendment, and a copy of the Noise Control Bylaw 1963.

Recommendation: RESOLVED THAT COUNCIL give the first three readings to the amendment to the Noise Control Bylaw No. 1963.

OPTIONS:

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF RECOMMENDATION.
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF RECOMMENDATION
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.



Department Head or CAO



Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1963 A-1

A Bylaw to Amend the Grand Forks Noise Control Bylaw No. 1963, 2013

WHEREAS in accordance with the Local Government Act provides that Council may, by bylaw, regulate, prohibit and amend, the making or causing of certain noises or sounds within the Municipal boundaries of the Corporation of the City of Grand Forks.

NOW THEREFORE the Council for the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS** as follows:

1. This bylaw may be cited for all intents and purposes as the “**Grand Forks Noise Control Amendment Bylaw No. 1963 A-1, 2013**”;
2. That Bylaw No. 1963, cited as the “Grand Forks Noise Control Bylaw No. 1963, 2013”, be amended by adding an exemption to Section 5.1, as follows:
 - (i) industrial operations may operate twenty four (24) hours a day, seven (7) days a week, when required to produce products to fulfill the world wide business market orders. Industry will be required to work with the City to limit noise that disturbs the Community during evening and grave yard shifts. The City realizes that NOT ALL NOISE can be eliminated;
3. That Schedule 2 that relates to fines with regard to the Grand Forks Noise Control Bylaw No. 1963 be deleted in its entirety, as fines are outlined in the Municipal Ticketing Information Bylaw No. 1957, 2013.
4. That this bylaw shall come into force and effect as of the adoption of this amendment bylaw.

Read a **FIRST** time this ____ day of _____, 2013.

Read a **SECOND** time this ____ day of _____, 2013.

Read a **THIRD** time this ____ day of _____, 2013.

FINALLY ADOPTED this _____ day of _____, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of
Bylaw No. 1963 A-1, the "Grand Forks Noise Control Amendment Bylaw No.
1963 A-1, 2013", as passed by the Municipal Council of the Corporation of the
City of Grand Forks on the _____ day of _____, 2013.

Corporate Officer of the Municipal Council of the
City of Grand Forks

CORPORATION OF THE CITY OF GRAND FORKS

NOISE CONTROL BYLAW NO. 1963

A bylaw to provide for the regulation and prohibition of certain noises and sounds.

WHEREAS the Local Government Act provides Council with the authority, by bylaw, to regulate or prohibit the making or causing of certain noises or sounds within the Municipality-boundaries of the Corporation of the City of Grand Forks; and

WHEREAS the Council of the Municipality Corporation of the City Grand Forks, deems it necessary and desirable to regulate or prohibit noises or sounds, which disturb the quiet, peace, rest, enjoyment, comfort or convenience of neighbourhood persons in the vicinity, or the public;

NOW THEREFORE the Municipal Council of the Corporation of the City of Grand Forks in open meeting assembled **ENACTS** as follows:

1. Title

- 1.1 This bylaw may be cited for all purposes as the **Grand Forks Noise Control Bylaw No. 1963, 2013**".

2. Repeal

- 2.1. The City of Grand Forks Noise Control Bylaw, No. 1313 and all amendments thereto, are hereby repealed and replaced by this bylaw.

3. Definitions

3.1 In this bylaw:

- (a) **"Bylaw Enforcement Officer"** means every person(s) designated by Council as a Bylaw Enforcement Officer for the City or otherwise authorized under the Offence Act, and every Peace Officer;
- (b) **"City"** means the Corporation of the City of Grand Forks;
- (c) **"Council"** means the City Council of the City;
- (d) **"Highway"** includes a street, road, lane, bridge, viaduct and any other way open for the use of the public but does not include a private right-of-way on private property;

- (e) **"Municipality"** means the area within the City boundaries of the City;
- (f) **"Noise"** means any noise or sound that is objectionable, or disturbs, tends to disturb, or is liable to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the area, or of persons in the area, or the public and shall include, without limiting the generality of the foregoing, the noises and sounds specifically described elsewhere in this bylaw;
- (f) **"Owner"** means an owner or occupier of a parcel of land, or both;
- (g) **"Peace Officer"** shall have the same meaning as in the Interpretation Act and shall also include the person or persons who are appointed to enforce and administer this bylaw;
- (h) **"Person(s)"** includes any company, corporation, owner, partnership, firm, association, society or party;
- (i) **"Private Premises"** means the area contained within the boundaries of any privately owned or lease lot, parcel of land within the City and any building or structure situated within those boundaries, but where any lot or parcel contains more than one dwelling unit, each such dwelling unit shall be deemed to be separate private premises;
- (j) **"Property"** means land, with or without improvements, so affixed to the land as to make them in fact and in law, a part of it;
- (k) **"Public Place"** means streets, highways, parks, public squares, beaches, foreshore and all other land and building that not private premises.

4. Prohibited Noises and Sounds

- 4.1 No person(s) shall make or cause, or permit to be made or caused, in or on a highway or elsewhere in the City, any noise or sound which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 4.2 No owner, tenant or occupier of real property shall allow that property to be used so that a noise or sound, which originates from that property, disturbs the quiet, peace, rest, enjoyment, comfort or convenience of neighborhood, or of persons in the vicinity.
- 4.3 No person(s) shall keep any animal, which by its calls, cries, barks, or other noises disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of neighborhood, or of persons in the vicinity.

4.4 Without limiting Sections 3 – 5 of this bylaw, the Council believes that the following noises or sounds are objectionable:

- (a) any calls, cries, barks, or other noises made by an animal which are audible outside the property where the animal is kept, between 11:00 p.m. and 7:00 a.m.;
- (b) any amplified music or speech which is audible outside the property where it originates or is reproduced, between 11:00 p.m. and 7:00 a.m.;
- (c) any noise caused or emanating from construction activity, including alterations, demolitions, and excavations between the hours of 8:00 p.m. and 7:00 a.m.;
- (d) any noise longer than 10 minutes caused or emanating from the operation of a parked or stopped diesel vehicle between 11:00 p.m. and 7:00 a.m.
- (e) any noise caused by the operation of motorized off-road vehicles is not permitted from 6:00 p.m. to 10:00 a.m.

and no person(s) shall cause or permit such noises or sounds to be made.

5. **Exemption**

5.1 This bylaw does not apply to:

- (a) police, fire, or other emergency vehicles proceeding upon an emergency;
- (b) the excavation, construction, or infrastructure work, or repairing of bridges, streets, highways, or lands by the City or agents acting on its behalf;
- (c) the operation of maintenance equipment by the City or agents acting on its behalf;
- (d) snow removal or highway cleaning operations;
- (e) the operation of a public address system required under a building or fire code;
- (f) a lawnmower, power gardening equipment or chainsaw operated between 7:00 a.m. and 9:00 p.m.;
- (g) a horn from a motor vehicle, boat or train where it is necessary to warn of danger or a hazard;
- (h) an event approved by resolution of Council provided it is within the terms

of that approval – ie: hours of operation.

6. Construction Hours

- 6.1 No person(s) in the City shall on any day, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner, whatsoever, which makes or causes noises or sounds in or on a highway or elsewhere in the City, which disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity, except during the following times:
- (a) Monday through Friday, between the hours of 7 a.m and 9:00 p.m.
 - (b) the erection, demolition, construction, reconstruction, alteration or repair of any building or structure between 7:00 a.m. and 10:00 p.m.;
 - (c) Saturdays, between the hours of 10:00 a.m. and 9:00 p.m.;
 - (d) Sunday and other holidays, between the hours of ten a.m. and 6:00 p.m.
- 6.2 The restrictions contained in this part may be waived or varied by a Permit in writing from the Bylaw Enforcement Officer of the Corporate Officer, granting approval to carry on the work that is found to be a case of urgent necessity and in the interest of public health and safety.

7. Inspections

- 7.1 A Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of ascertaining whether the regulations and requirements of this bylaw are being observed.
- 7.2 No person(s) shall obstruct a Bylaw Enforcement Officer from entering property under Section 9.

8. Offences and Penalties

- 8.1 (a) Any person(s) who contravenes this bylaw is liable upon summary conviction to a fine not exceeding \$2,000.00. Every day that infraction of this bylaw continues shall constitute a separate offence.
- (b) Every person or persons, who violates or breaches or who causes or allows to be violated or breached any of the provisions of this bylaw shall be guilty of an offence against this bylaw and each day that such violation is caused or allowed to continue shall constitute a separate offence.

- (c) After the first contact is made and the violation continues to exist every half hour thereafter, constitutes a new offence, as per Schedule 2 of the Municipal Ticketing Information bylaw.

9. Severability

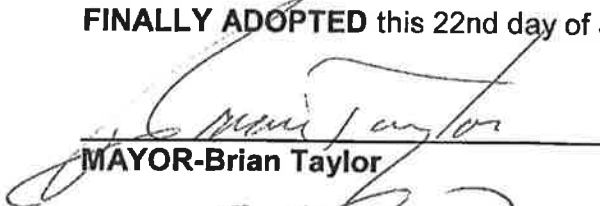
- 9.1 If any portion of this bylaw (including without limitation all or part of Section 7) is held to be invalid by a Court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw.

READ a first time this 24th day of June, 2013.

READ a second time this 24th day of June, 2013.

READ a third time this 24th day of June, 2013.

FINALLY ADOPTED this 22nd day of July, 2013.


MAYOR-Brian Taylor


CORPORATE OFFICER-Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of the Grand Forks Noise Control Bylaw No. 1963, 2013, as passed by the Council of the City of Grand Forks on the 22nd day of July, 2013.

Corporate Officer of the Municipal Council of the
City of Grand Forks

SCHEDULE 2

COLUMN 1	<u>Bylaw No. 1681 "Noise Control Bylaw"</u>		COLUMN 2	COLUMN 3
<u>Offence</u>	<u>Section</u>	<u>Fine</u>		
Noise which disturbs	3	\$100.00		
Noise which disturbs form Private Property	4	\$100.00		
Amplification equipment which disturbs	6(b)	\$100.00		
Animal Noise	6(a)	\$100.00		
Bird Noise	6(a)	\$100.00		
Operating equipment during restricted hours	6(c)	\$100.00		
Operating engine during restricted hours	6(d)	\$100.00		
Construction noise during restricted hours	8(a)	\$100.00		
Construction noise during restricted hours (Saturday)	8(b)	\$100.00		
Construction noise during restricted hours (Sunday)	8(c)	\$100.00		
Noise which disturbs	11(c)	\$100.00		
Noise which disturbs form Private Property	11(c)	\$100.00		

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: December 17, 2013
Subject: Bylaw 1993 – Electrical Utility Regulatory Amendment Bylaw
Recommendation: **RESOLVED THAT COUNCIL give the first three readings to Bylaw 1993 – Electrical Utility Regulatory Amendment Bylaw.**

BACKGROUND:

The City has been advised that the wholesale electrical rate charged to the City by Fortis BC for the sale of power will increase by 3.3% on January 1, 2014.

Staff is recommending that the electrical rates are raised accordingly as these increases will maintain a rate of 98% of Fortis rates for residential and a rate for commercial that is competitive and addresses the revenue requirement ratio for usage. This increase is in accordance with Policy 1205, "Public Works Electrical Utility Rate Increases."

It should be noted that although the operations electrical budget for 2014 has not been adopted, Staff believes that if the rate changes are adopted for the first billing period and there are no timing gaps between the Fortis increase and the flow through of charges to the Grand Forks Electrical customers, that the revenue requirement will be met.

Benefits or Impacts of the Recommendation:

General: The new rates are justified with the increase in costs from Fortis BC.

Strategic Impact: The rate increase allows the utility to fund itself for the year. This includes the purchase of power, operations costs and asset management.

Financial: Given the assumption that the 2014 power usage is based on a 3 year rolling average, the above increases reflect projected revenue for 2014 of \$4,384 million.

Policy/Legislation: All electrical rate adjustments are within the scope of Council's legislative authority. Policy #1205 "Public Works – Electrical Utility Rate Increases" addresses electrical utility rate increases.

Attachments: The attached Memorandum provided by Alex Love, the City's Electrical Consultant, forms the basis of the recommended increases. The attached analysis reflects rates that are competitive, align usage with revenue and maintain blocks that foster energy conservation.


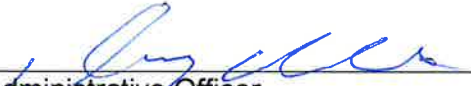
REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation: **RESOLVED THAT COUNCIL give the first three readings to Bylaw 1993 – Electrical Utility Regulatory Amendment Bylaw.**

OPTIONS: 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1993

A Bylaw to Amend the Electrical Utility Regulatory Bylaw No. 1993

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the Electrical Service of the City of Grand Forks and amend rates, terms, and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

NOW THEREFORE, Council for the Corporation of the City of Grand Forks in open meeting assembled, **ENACTS**, as follows:

1. This Bylaw may be cited for all purposes as the “**Electrical Utility Regulatory Amendment Bylaw No. 1993, 2014**”.
2. That Schedule “C” of Bylaw No. 1930, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2014.

Read a **FIRST** time this 13th day of January, 2014.

Read a **SECOND** time this 13th day of January, 2014.

Read a **THIRD** time this 13th day of January, 2014.

FINALLY ADOPTED this 27th day of January, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1993 as adopted by the Municipal Council of the City of Grand Forks on the 27th day of January, 2014

Corporate Officer of the Municipal Council of the
City of Grand Forks

"SCHEDULE C"

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$16.46 per month and the following rate based on the actual consumption.

\$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.81 per month and the following rate based on actual consumption,

**\$0.11069 per KWH for the first 200,000 KWH or less
consumed in a two-month billing period**

**\$0.08214 per KWH for all usage above 200,000 KWH
consumed in a two month billing period**

“SCHEDULE C” cont’d

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.04 per month (minimum period of service will be three months) and the following rate based on actual consumption.

\$0.11069 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

“SCHEDULE C” cont’d

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead <i>Connection</i> - 200 amp service	\$ 250.00
or less (single phase)	+ \$3.00/amp over
200 amp service	

Basic Underground <i>Connection</i> - 200 amp service	\$ 750.00
or less (single phase)	+ \$3.00/amp over
200 amp service	

Three Phase - *Overhead/Underground* At Cost
New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.

Dip Service (only at the discretion of the City)
- installation at the service entrance
- customer to supply all required materials and is responsible for all costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

“SCHEDULE C” cont’d

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

1. Meter removal charge and “in-house” inspection \$ 50.00
2. Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer’s account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his regular meter reading trip.

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

THE CORPORATION OF THE CITY OF GRAND FORKS

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Mayor Brian Taylor

Corporate Officer – Diane Heinrich

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Corporate Officer of the Municipal Council of the
City of Grand Forks

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RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of ~~\$ 15.94~~ \$16.46 per month and the following rate based on the actual consumption.

~~\$0.10014 per KWH~~ \$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of ~~\$17.24~~ \$17.81 per month and the following rate based on actual consumption,

~~\$0.10716~~ \$0.11069 per KWH for the first 200,000
KWH or less consumed in a two-month billing period
~~\$0.07952~~ \$0.08214 per KWH for all usage above
200,000 KWH consumed in a two month billing period

“SCHEDULE C” cont’d

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE
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MEMORANDUM

DATE: December 3, 2013
TO: Doug Allin, CAO
COPY: Roxanne Shepherd, Deputy Finance Officer
FROM: Alex Love, Electric Utility Consultant
SUBJECT: Electric Utility Rates 2014

Roxanne,

As you are aware the FortisBC (FBC) general rate increase for 2014 is expected to be effective Jan 01, 2014. The rate rebalancing of wholesale and residential rates the past few years is complete and so there is only one component to the 2014 rate change which is a general rate increase of 3.3%.

Rate Adjustment:

In the past Grand Forks has attempted to keep residential rates at or below FBC rates. It is no longer possible to directly compare Grand Forks and FBC rates because;

1. In 2012 FBC implemented stepped residential rates while Grand Forks maintained a flat rate. The rate structures are not directly comparable however the Fortis residential revenue from the stepped rates is identical to the flat rate. Therefore since Grand Forks was at 98% of FBC the rate in the beginning of 2012, by implementing the same residential rate increases as FBC the Grand Forks residential rate will be maintained at 98% of the equivalent FBC rate.
2. Grand Forks commercial rates are based on energy only, whereas several of the FBC commercial rates include demand charges. While the commercial energy rates from Grand Forks electric are higher than FBC, it needs to be kept in mind that the Grand Forks commercial customers enjoy the benefit of not having the additional demand charge they would experience had they been a FBC customer.

There should be no need for further rate adjustments throughout the 2014 calendar year as there are no further rate changes from FBC expected in 2014.

Revenue and Expense Forecast:

Please see attached Revenue and Power Purchase forecast for 2014.

The electrical budget has not yet been finalized; however, since power purchase is about 75% of the utility operating costs we can estimate the financial performance over 2014. Power purchase costs are forecast at \$3,181,066 and with the revenue from rates forecast

MEMORANDUM

at \$4,384,357, this leaves revenue of \$1,203,291 (before other expenses) which is slightly better than the 2013 budget.

Recommendation

Based on the foregoing I recommend that Grand Forks;

1. Implement a general rate increase of;
3.3% to all electrical energy and basic charge rates. To take effect for the January 2014 billing cycle.

For the average residential customer this rate change will amount to \$6.62 per bi-monthly bill (\$1.05 on the basic charge, and \$5.57 on the energy charge).

Best regards,



Alex Love

Electric Utility Consultant

Att: 18-11-2013 - 2014 Power Purchase and Revenue Forecast



MEMORANDUM

DATE: November 18, 2013
TO: Note to File
FROM: Alex Love
SUBJECT: Electric Utility 2014 Power Purchase and Revenue Forecast

2014 Revenue Forecast:

Assumptions:

- 2013 Revenue Forecast (as of Nov 01, 2013) = \$4,190,527
- 2013 Power Purchase Energy Forecast (as of Nov 01, 2013) = 40,761 MWh
- 2014 Power Purchase Energy Forecast = 41,284 MWh,
- FortisBC General Rate change for Jan 01, 2014 forecast at 3.3%
- Assume GF Rate will change in step with FortisBC rates

Calculations:

$$\text{Load Change} = \frac{2014}{2013} = \frac{41,284 \text{ MWh}}{40,761 \text{ MWh}} = 1.013$$

$$2014 \text{ Revenue} = \$4,190,527 \times 1.013 \times 1.033 = \$4,384,357$$

2014 Power Purchase Forecast:

Assumptions:

- Load Growth continues at 0.75 %
- 2013 energy use at 99.3% of expected due to weather,
- Demand has been lower than expected since 2009 – forecast will be for more typical demands as this is set by the single coldest day of the year.
- FortisBC General rate change of 3.3% effective Jan 01, 2013

MEMORANDUM

From Power Purchase Forecast spreadsheet:

Basic Charges	\$85,587
Energy Charges	\$2,019,344
Wires (Capacity)	\$705,875
Pwr Sup (Capacity)	\$370,260
Total 2014 Power Purchase	\$3,181,066

Att: Load Forecast – Power Purchase
 Load Forecast – Energy
 Load Forecast – Demand

**Grand Forks Electric
Power Purchase Forecast**

18/11/2013

Year 2014

Month	Act/ Fcst	Data						FBC Invoice
		FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Sup (\$)	FBC Interim Rate (\$)	
1 F		\$7,132	\$220,116		\$66,417	\$35,672	\$0	\$329,337
2 F		\$7,132	\$187,642		\$64,720	\$34,760	\$0	\$294,255
3 F		\$7,132	\$176,483		\$54,759	\$29,410	\$0	\$267,785
4 F		\$7,132	\$149,918		\$54,160	\$27,130	\$0	\$238,340
5 F		\$7,132	\$140,448		\$54,160	\$26,545	\$0	\$228,286
6 F		\$7,132	\$134,697		\$54,160	\$25,870	\$0	\$221,859
7 F		\$7,132	\$154,509		\$61,424	\$32,990	\$0	\$256,055
8 F		\$7,132	\$157,199		\$55,969	\$30,060	\$0	\$250,360
9 F		\$7,132	\$141,535		\$54,160	\$28,569	\$0	\$231,396
10 F		\$7,132	\$160,070		\$53,134	\$27,923	\$0	\$248,259
11 F		\$7,132	\$184,467		\$68,038	\$36,542	\$0	\$296,179
12 F		\$7,132	\$212,260		\$64,775	\$34,789	\$0	\$318,956
Grand Total		\$85,587	\$2,019,344		\$705,875	\$370,260	\$0	\$3,181,066

Year 2013 Q0

Month	Act/ Fcst	Data						FBC Invoice
		FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim	
1 F		\$6,904	\$209,918		\$64,311	\$34,540	\$0	\$315,674
2 F		\$6,904	\$180,192		\$62,653	\$33,650	\$0	\$283,399
3 F		\$6,904	\$170,411		\$56,705	\$30,438	\$0	\$264,458
4 F		\$6,904	\$145,436		\$56,705	\$26,263	\$0	\$235,308
5 F		\$6,904	\$135,578		\$56,705	\$24,511	\$0	\$223,699
6 F		\$6,904	\$130,547		\$56,705	\$25,871	\$0	\$220,027
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,942,633		\$713,925	\$364,420	\$0	\$3,103,831

Year 2013 Q1

Month	Act/ Fcst	Data						FBC Invoice
		FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim	
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$162,970		\$49,798	\$26,746	\$0	\$246,418
4 A		\$6,904	\$141,538		\$47,552	\$24,431	\$0	\$220,426
5 F		\$6,904	\$135,578		\$56,705	\$24,511	\$0	\$223,699
6 F		\$6,904	\$130,547		\$56,705	\$25,871	\$0	\$220,027
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,914,454		\$681,914	\$350,329	\$0	\$3,029,550

Year 2013 Q2

Month	Act/ Fcst	Data						FBC Invoice
		FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim	
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$163,263		\$47,647	\$25,591	\$0	\$243,405
4 A		\$6,904	\$141,898		\$47,552	\$24,583	\$0	\$220,937
5 A		\$6,904	\$136,974		\$47,608	\$25,570	\$0	\$217,056
6 A		\$6,904	\$131,292		\$47,552	\$24,919	\$0	\$210,667
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,917,247		\$681,514	\$349,432	\$0	\$3,011,045

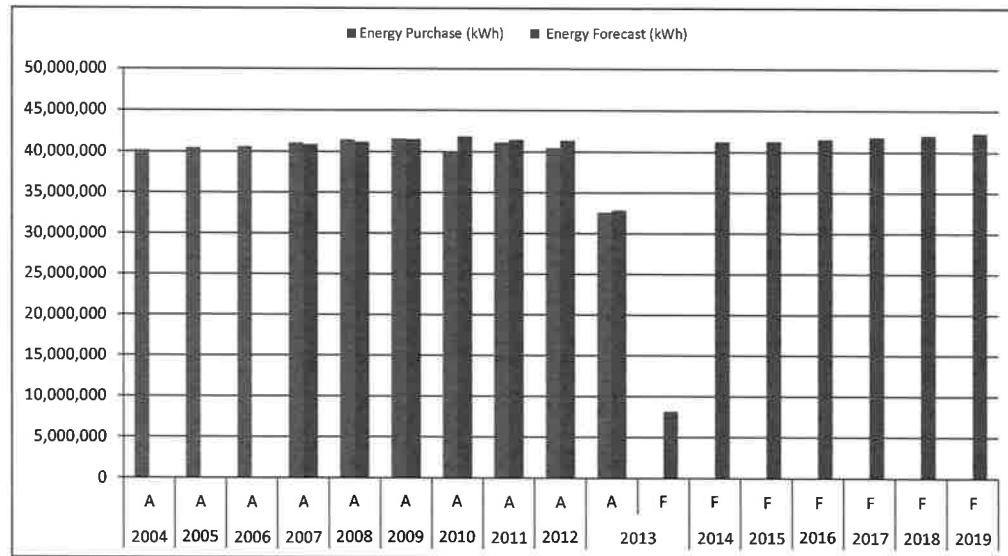
Year 2013 Q3

Month	Act/ Fcst	Data						FBC Invoice
		FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim	
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$163,263		\$47,647	\$25,591	\$0	\$243,405
4 A		\$6,904	\$141,898		\$47,552	\$24,583	\$0	\$220,937
5 A		\$6,904	\$136,974		\$47,608	\$25,570	\$0	\$217,056
6 A		\$6,904	\$131,292		\$47,552	\$24,919	\$0	\$210,667
7 A		\$6,904	\$156,293		\$59,186	\$31,777	\$0	\$254,141
8 A		\$6,904	\$150,308		\$53,911	\$28,955	\$0	\$240,078
9 A		\$6,904	\$137,823		\$51,221	\$27,510	\$0	\$223,458
10 A		\$6,904	\$154,232		\$48,852	\$26,237	\$0	\$236,226
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$62,393	\$33,511	\$0	\$308,436
Grand Total		\$82,853	\$1,930,048		\$642,452	\$343,473	\$0	\$2,998,826

Grand Forks Electric
Power Purchase Forecast

18/11/2013

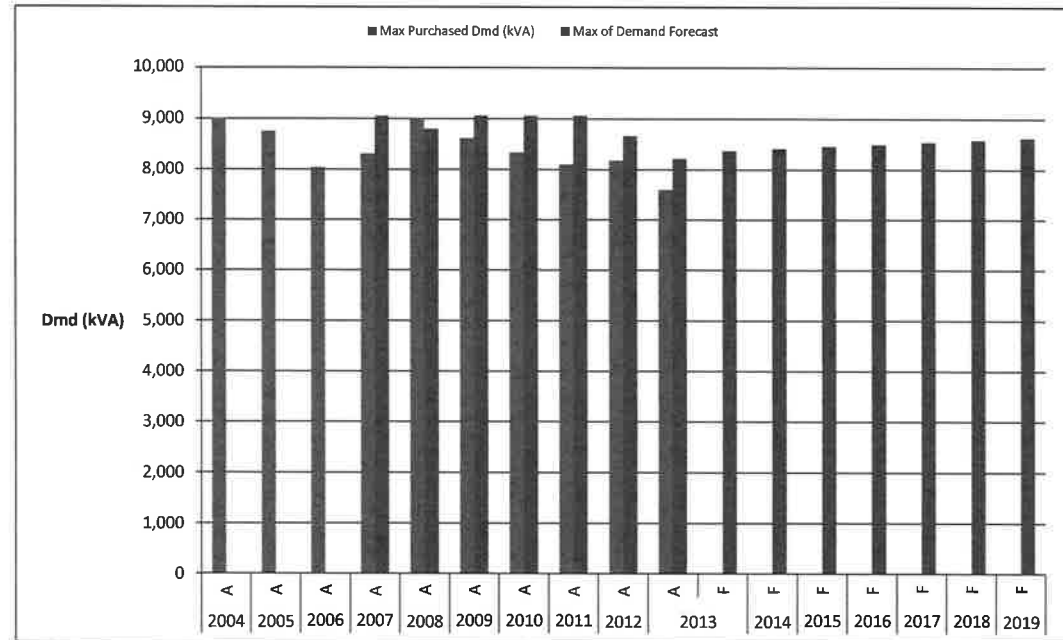
Year	Act/ Fcst	Data	
		Energy Purchase (kWh)	Energy Forecast (kWh)
2004	A	40,199,200	
2005	A	40,516,000	
2006	A	40,616,000	
2007	A	41,116,800	40,898,725
2008	A	41,489,600	41,208,033
2009	A	41,624,000	41,536,217
2010	A	39,996,800	41,875,997
2011	A	41,192,000	41,498,464
2012	A	40,523,200	41,398,148
2013	A	32,636,800	32,902,569
	F		8,124,517
2014	F		41,284,793
2015	F		41,316,072
2016	F		41,583,335
2017	F		41,860,424
2018	F		42,054,460
2019	F		42,303,358
Grand Total		399,910,400	539,845,113



**Grand Forks Electric
Power Purchase Forecast**

18/11/2013

Year	Act/ Fcst	Data	
		Max Purchased Dmd (kVA)	Max of Demand Forecast
2004	A	9,014	
2005	A	8,760	
2006	A	8,044	
2007	A	8,312	9,059
2008	A	9,019	8,804
2009	A	8,625	9,064
2010	A	8,339	9,064
2011	A	8,108	9,064
2012	A	8,181	8,668
2013	A	7,601	8,222
	F		8,381
2014	F		8,423
2015	F		8,465
2016	F		8,507
2017	F		8,550
2018	F		8,592
2019	F		8,635
Grand Total		9,019	9,064



REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: January 2, 2014
Subject: Bylaw 1994 – The City of Grand Forks Revenue Anticipation Borrowing Bylaw.
Recommendation: **RESOLVED THAT COUNCIL give the first three readings to Bylaw 1994 – Revenue Anticipation Bylaw.**

BACKGROUND:

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the Property Tax payment due date of the first working day after July 1. Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's banking contract with the Credit Union as it covers the City's overdraft. Bylaw 1994 is the City's proposed 2014 Revenue Anticipation Bylaw.

Benefits or Impacts of the Recommendation:

General: This bylaw is a Statutory and Contractual requirement between the Credit Union and the City which allows for coverage of the City's overdraft.
Strategic Impact: N/A
Financial: N/A
Policy/Legislation: This is an annual bylaw which is covered under section 177 of the Community Charter and fulfills the requirement of the banking agreement with the Credit Union.
Attachments: Bylaw 1994 "The City of Grand Forks Revenue Anticipation Borrowing Bylaw – 2014"

Recommendation: **RESOLVED THAT COUNCIL give the first three readings to Bylaw 1994 – The City of Grand Forks Revenue Anticipation Borrowing Bylaw.**

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1994

A Bylaw Authorizing the Corporation of the City of Grand Forks to Borrow the Sum of Two Million Dollars to Meet the Current Year's Expenditures

=====

WHEREAS pursuant to Section 177 of the Community Charter, the Council of a Municipality may, by bylaw, provide for the borrowing of such sums of monies as may be necessary to meet the current lawful expenditures of the Municipality;

NOW THEREFORE, the Council of the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS**, as follows:

1. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000.00) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
2. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2014.
3. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2014.
4. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2014.
5. This Bylaw may be cited as the "**City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2014**".

Read a **FIRST** time this _____ day of January, 2014

Read a **SECOND** time this _____ day of January, 2014

Read a **THIRD** time this _____ day of January, 2014

FINALLY ADOPTED this _____ day of January, 2014

Brian Taylor - Mayor

D. Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1994 as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of January, 2014.

Corporate Officer of the Municipal Council of the Corporation
of the City of Grand Forks

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 5th, 2013

TOPIC : Bylaw 1994 Revenue Anticipation Bylaw

PROPOSAL : To Discuss the 2014 Revenue Anticipation Bylaw

PROPOSED BY : City Staff

SUMMARY:

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the Property tax payment due date of the first working day after July 1. Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's banking contract with the Credit Union. Bylaw 1994 is the City's proposed 2014 Revenue Anticipation Bylaw.

STAFF RECOMMENDATION:

The Committee of the Whole recommends to Council to give the first three readings to Bylaw 1994, "The City of Grand Forks Revenue Anticipation Borrowing Bylaw-2014" at the January 13th, 2014 Regular Meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

- Benefits: Housekeeping nature – Statutory and Contractual requirement
- Disadvantages None known
- Negative Impacts None known

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Not applicable

STRATEGIC PLAN IMPLICATIONS:

Not applicable

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Legislative – Section 177 of the Community Charter

Precedents – Annual Bylaw

Policies – requirement of banking agreement with the Credit Union

Department Head or CAO

Reviewed by Chief Administrative Officer